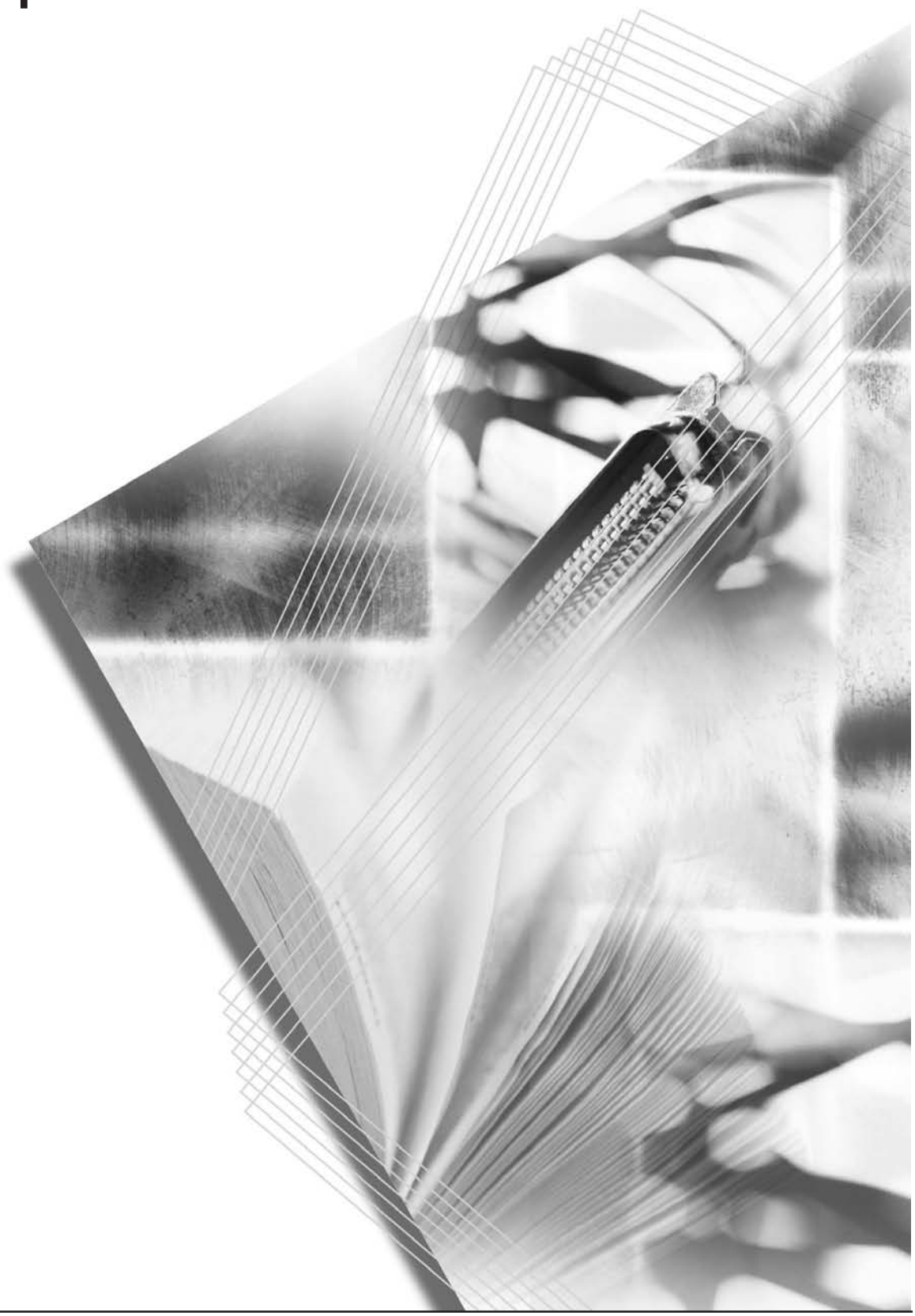
1650
2050
2550

Basic Operation Guide



Please read the Operation Guide before using this machine. Keep it close to the machine for easy reference.

This Operation Guide is for 1650, 2050, and 2550. This Operation Guide mentions that 1650 is a 16 ppm (prints per minute) model, 2050 is a 20 ppm (prints per minute) model, and 2550 is a 25 ppm (prints per minute) model.

Note This Operation Guide contains information that corresponds to using both the inch and metric versions of this machine.

This Operation Guide shows messages of the inch version. When using the metric version, see the messages of the inch version for reference. With regard to the messages in the text, if a message has only the difference of upper- and lower-case spelling, we show only the message of the inch version. When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

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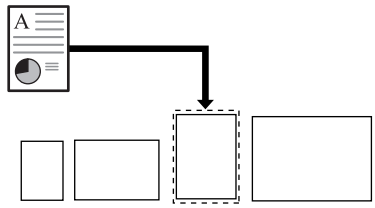
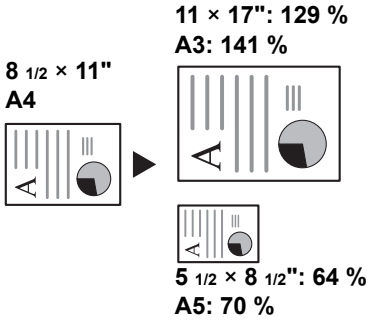
MAKING FULL USE OF THE ADVANCED FUNCTIONS OF THIS MACHINE

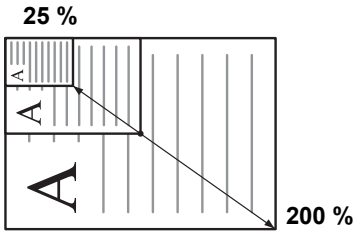
1 Automatic selection of the copy paper of the same size as the original
<Auto paper selection mode>
(See page ***3-2***.)



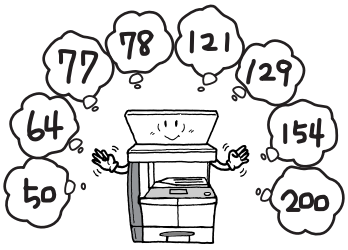
2 Reduction/enlargement for a specified cassette size **<Auto zoom ratio selection mode>**
(See page ***3-5***.)



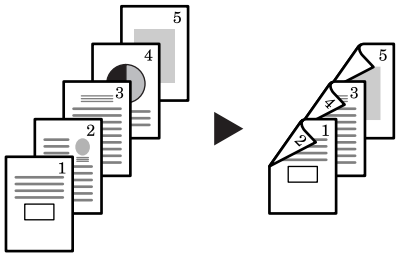
3 Reduction/enlargement in the range from 25 to 200 %
<Zoom mode> (See page ***3-6***.)



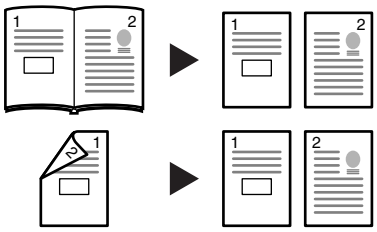
4 One-touch selection of the copy magnification ratio
<Preset zoom mode>
(See page ***3-8***.)



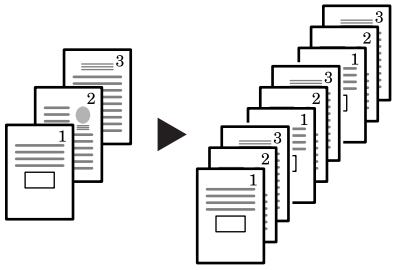
5 Making 2-sided copies from various types of originals
<Duplex copying>
(See page ***3-9***.)



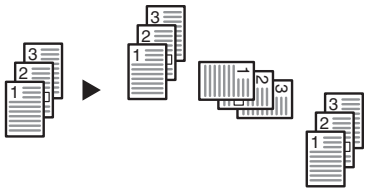
6 Copying two-page originals onto separate sheets
<Split copying>
(See page ***3-12***.)



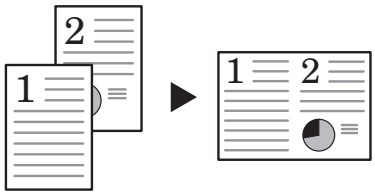
7 Automatic sorting of copy sets
<Sort copying>
(See page ***3-15***.)



8 Change of orientation of copies by set **<Offset copying>**
(Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Offset Copying***.)



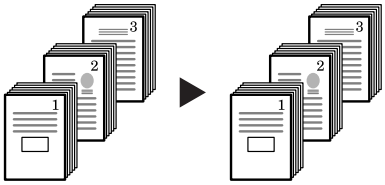
9 Combination of two or four originals onto a single copy page **<Combine copying>**
(See page ***3-17***.)



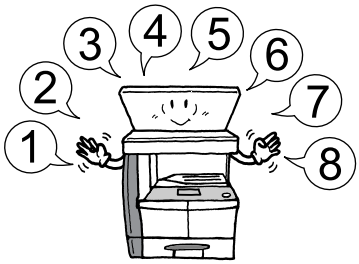
10 Making a margin space on copies **<Margin mode>** (Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Margin Mode***.)

11 Making copies with clean edges **<Border erase mode>** (Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Border Erase Mode***.)

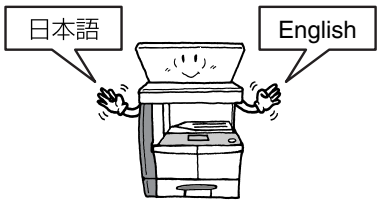
12 Copying a large volume of originals in one operation **<Continuous copying>** (Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Continuous Copying***.)



13 Memorizing copy settings **<Program function>** (Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Program Function***.)



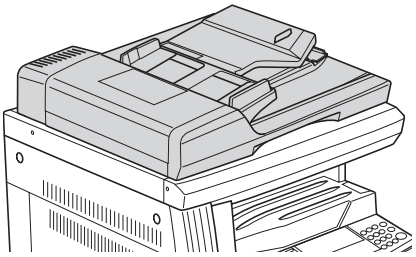
14 Selection of the language used in the message **<Language setting>** (See page ***2-23***.)



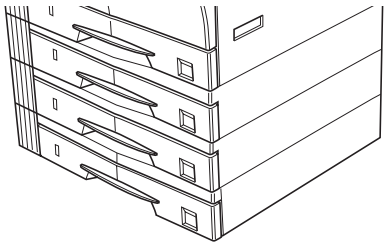
15 Using ID-codes to control the number of copies made **<Job accounting mode>** (Refer to ***Chapter 4*** in ***Advanced Operation Guide***.)

16 Full range of optional equipment

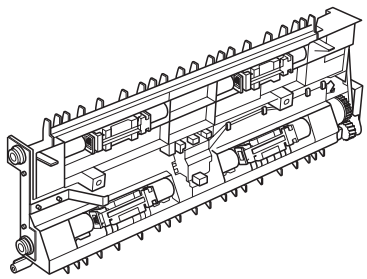
Document processor (See page ***4-1***.)



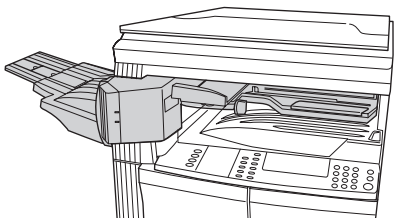
Paper feeder (See page ***4-5***.)



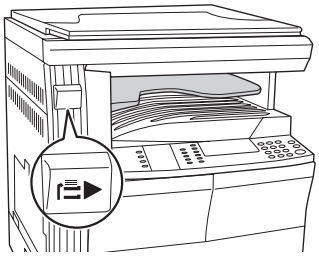
Duplex unit (See page ***4-5***.)



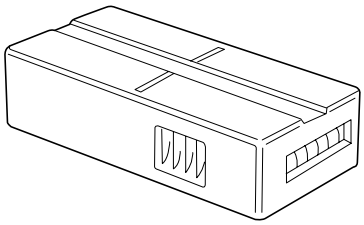
Finisher (See page ***4-6***.)



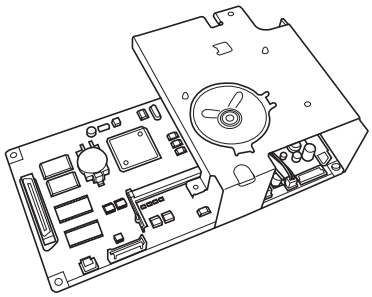
Job separator (See page ***4-9***.)



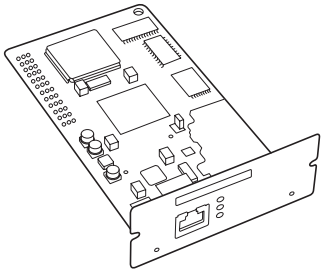
Key counter (See page ***4-10***.)



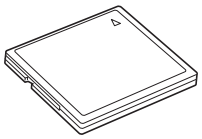
Fax kit (See page ***4-10***.)



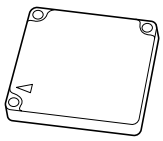
Network scanner kit
(See page ***4-10***.)



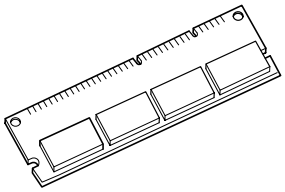
Memory card (CompactFlash)
(See page ***4-11***.)



Hard Disk (See page ***4-11***.)



Additional memory
(See page ***4-11***.)



Notice The information in this guide is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition.

No responsibility is assumed if accidents occur while the user is following the instructions in this guide. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

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We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

Low Power Mode

The device automatically enters Low Power Mode when 9 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. See ***Low Power Mode*** on page ***3-23*** for more information.

Sleep Mode

The device automatically enters Sleep Mode when 19 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep Mode is activated may be lengthened. For more information see ***Sleep Mode*** on page ***3-24***.

Automatic 2-Sided Copy Function

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment. Your sales or service representative can provide information about adding 2-sided copying capabilities to this device.

Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.

Please read this Operation Guide before using this machine. Keep it close to the machine for easy reference.

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

IMPORTANT! PLEASE READ FIRST.

CAUTION LABELS

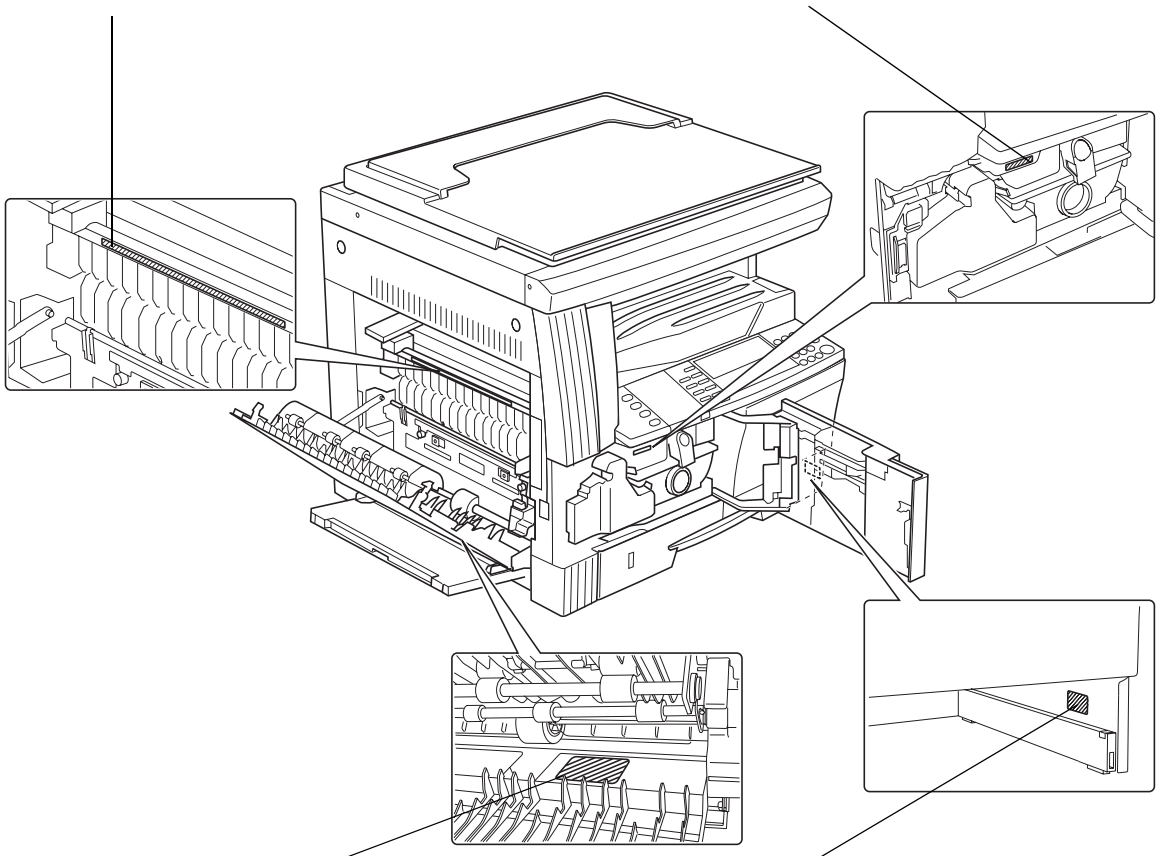
Caution labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

Label 2

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

Label 3

High voltage inside. Never touch parts in this area, because there is a danger of electric shock.



Label 1

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

Label 4

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

NOTE: Do not remove these labels.

INSTALLATION PRECAUTIONS

Environment

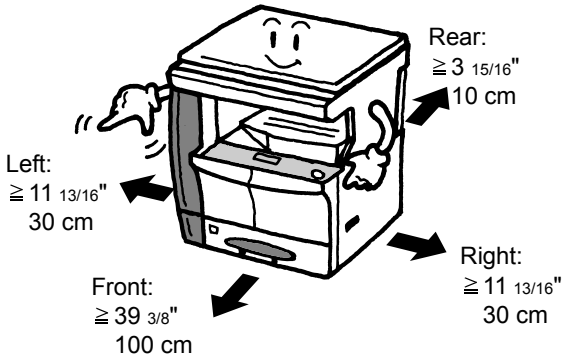
Caution

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine.



Other precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 73.4 °F (23 °C), humidity: around 50 %), and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate, when this product is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power supply/Grounding the machine

Warning

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.

Other precautions

Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of plastic bags

Warning

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

PRECAUTIONS FOR USE

Cautions when using the machine

Warning

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This situation presents a danger of fire or electrical shock should they fall and spill liquids inside.

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.

Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.

If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off (○) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off (○) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts.

Caution

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (always grasp the power plug when removing the power cord from the outlet.)

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

If the machine will not be used for a short period of time (overnight, etc.), turn the main power switch off (○). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.

Always hold the designated parts only when lifting or moving the machine.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.

Other precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the upper front cover, turn off the main power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this handbook.

Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Other precautions (for users in California, the United States)

This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Cautions when handling consumables

Caution

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

DO NOT attempt to force open or destroy the toner container or the waste toner box.

Other precautions

After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

If you will not be using the copier for a prolonged period of time, remove all paper from the cassette and the multi-bypass tray and seal in its original packaging.

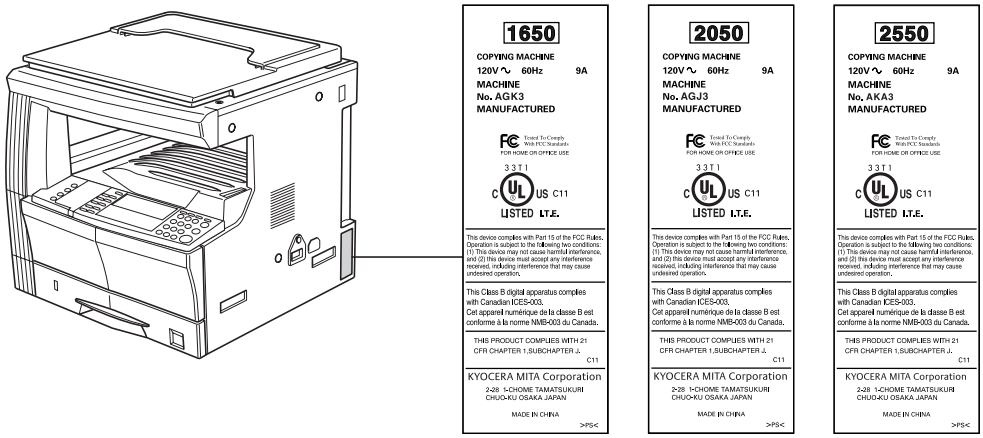
SAFETY OF LASER BEAM

1. Safety of laser beam

This copier has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this copier, the label is on the right.

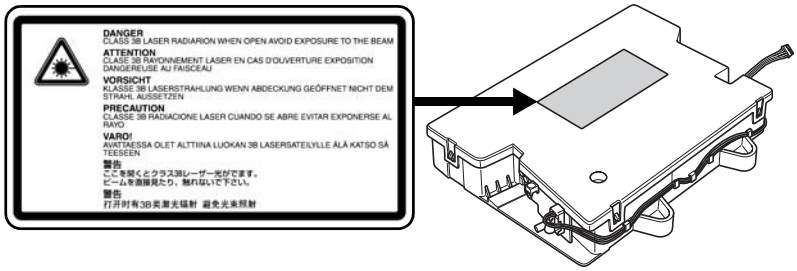


3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.

16 ppm model/20 ppm model

25 ppm model



4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the upper front cover is opened.

Safety Instructions Regarding the Disconnection of Power

Caution The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION **—** The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

* The above warning is valid only in the United States of America.

1650/2050/2550 MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

1. Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as "Kyocera") warrants the Customer's new Multifunctional Product (referred to as "MFP"), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 150,000 copies/prints from date of installation by an Authorized Kyocera Dealer for the 1650/2050, or 300,000 copies/prints from date of installation by an Authorized Kyocera Dealer for the 2550, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera shall have no obligation to furnish labor.

2. This warranty is valid only as to the original retail purchaser (referred to as the "Customer") of a new Kyocera MFP in the United States of America or Canada, based upon the country of purchase.

3. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area or check our Website at www.kyoceramita.com/us.

4. This warranty does not cover MFP's or accessories: (a) which have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) which have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) which have been serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) which have had the serial number modified, altered, or removed.

5. This warranty does not cover Maintenance Kits or the components of Maintenance Kits, which consist of the drum unit, the fixing unit, and the developing unit. Kyocera shall give the Customer a separate warranty for these items.

6. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period, or expand this warranty on behalf of Kyocera.

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KYOCERA MITA AMERICA, INC.
Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008

KYOCERA MITA CANADA, LTD.
6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada

Guide to this Operation Guide

This operation guide has the following chapters. The content of these chapters is summarized below to be used as a reference.

1 Names of Parts

This chapter contains explanations on the names and functions of the parts of the machine and its operation panel.

2 Preparations

This chapter contains explanations on procedures for loading paper and connection of this product.

3 Basic Operation

This chapter contains explanations on the basic procedures of simple copying and printing.

4 Optional Equipment

This chapter contains explanations on the optional equipment that can be used with this product.

5 Maintenance

This chapter contains explanations on replacement of the toner container and the waste toner box and maintenance of this product.

6 Troubleshooting

This chapter contains explanations on handling problems that may occur, for example, when an error message appears or if a paper jam occurs.

Appendix

The appendix explains the specifications of this product.

Guides Supplied with This Machine

The following guides are supplied with this machine. Refer to the guides as needed.

Basic Operation Guide (this guide)

This Basic Operation Guide contains explanations on the procedures for loading paper and connection of this product, the basic procedures of copying and printing, and troubleshooting.

Advanced Operation Guide

The Advanced Operation Guide contains explanations on copier and printer functions as well as default settings that can be adjusted on this machine.

KX Printer Driver Installation Guide

This guide describes the procedure to install the printer driver software.

KX Printer Driver Operation Guide

This guide describes how to install and set the printer driver software.

PRESCRIBE Commands Technical Reference

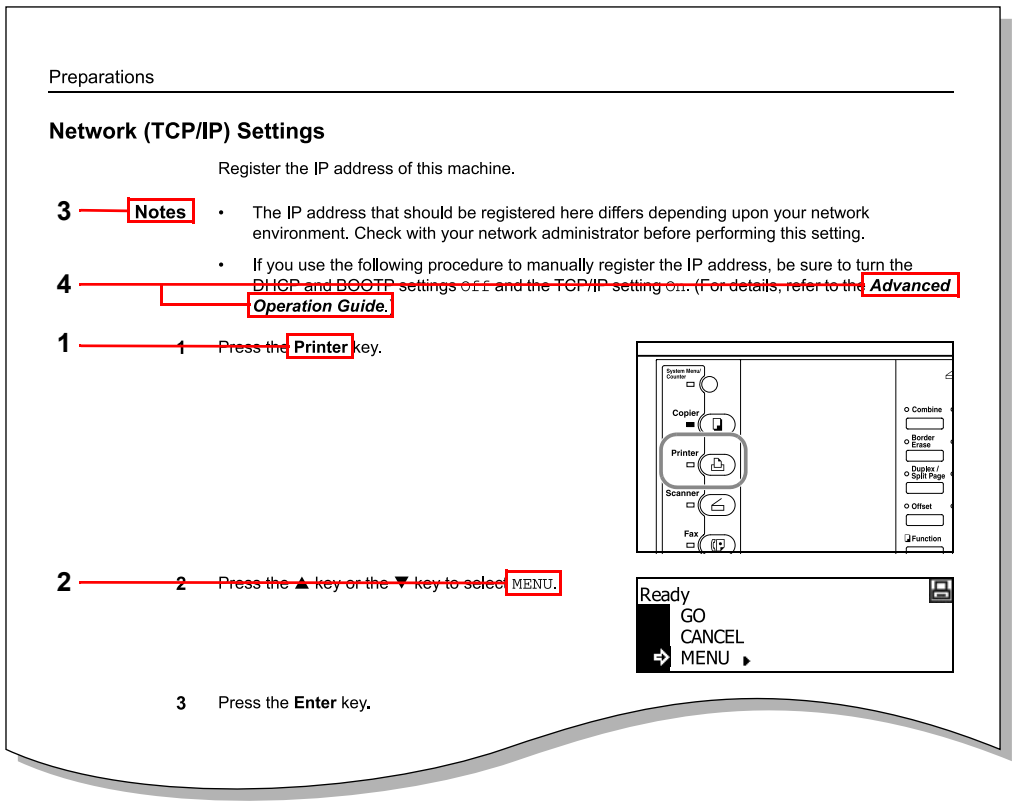
PRESCRIBE is the native language of the Kyocera Mita printers. This Technical Reference contains the information about how the printing is performed using the PRESCRIBE commands as well as the font and emulation description. Also included is a list of permanent parameters and their explanation needed when customizing your printer.

PRESCRIBE Commands Command Reference

Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples.

Conventions

This guide uses the following conventions:



1 **Bold** indicates key names.

2 `Courier` indicates content of the message display.

3 **Note** contain important information aside from the text.

4 ***Italic*** refers to another page or other guide.

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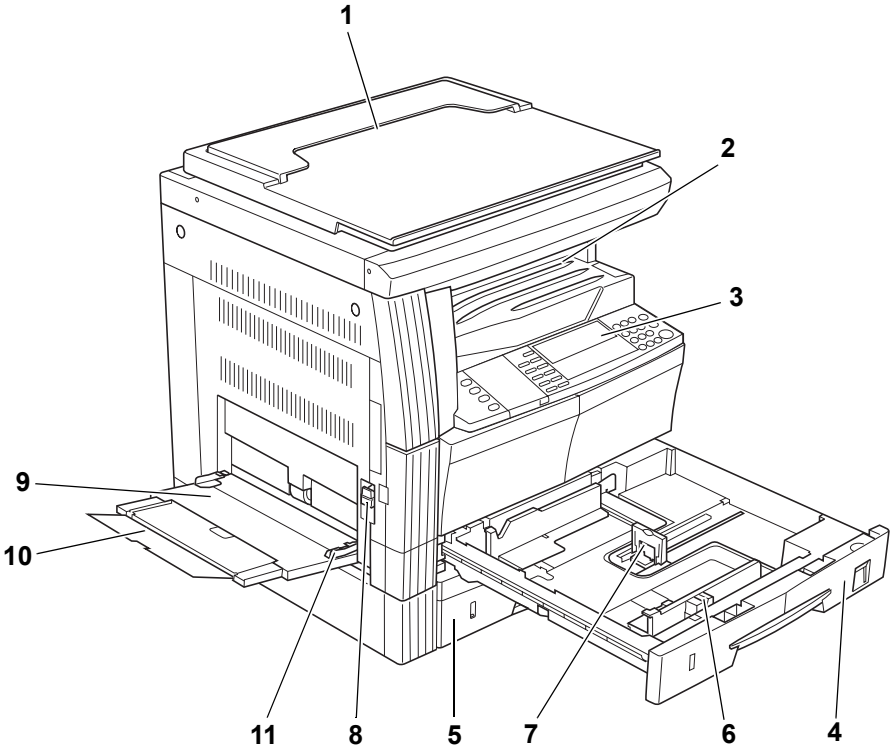
1 Names of Parts

Main Body



1 **Original cover —** Open/close this cover when setting the original on the platen.

2 **Output tray —** Finished copies or printouts are stored on this tray. The output tray has a storage capacity of 250 sheets of standard paper (80 g/m²).

3 **Operation panel —** Perform operations from the main body here.

4 **Cassette 1 —** This cassette has a storage capacity of 300 sheets of standard paper (80 g/m²).

5 **Cassette 2** (20 ppm model/25 ppm model only) **—** This cassette has a storage capacity of 300 sheets of standard paper (80 g/m²).

6 **Paper width adjusting tab —** Use this tab to adjust the paper width guides to fit to the width of the paper to be loaded in the cassette.

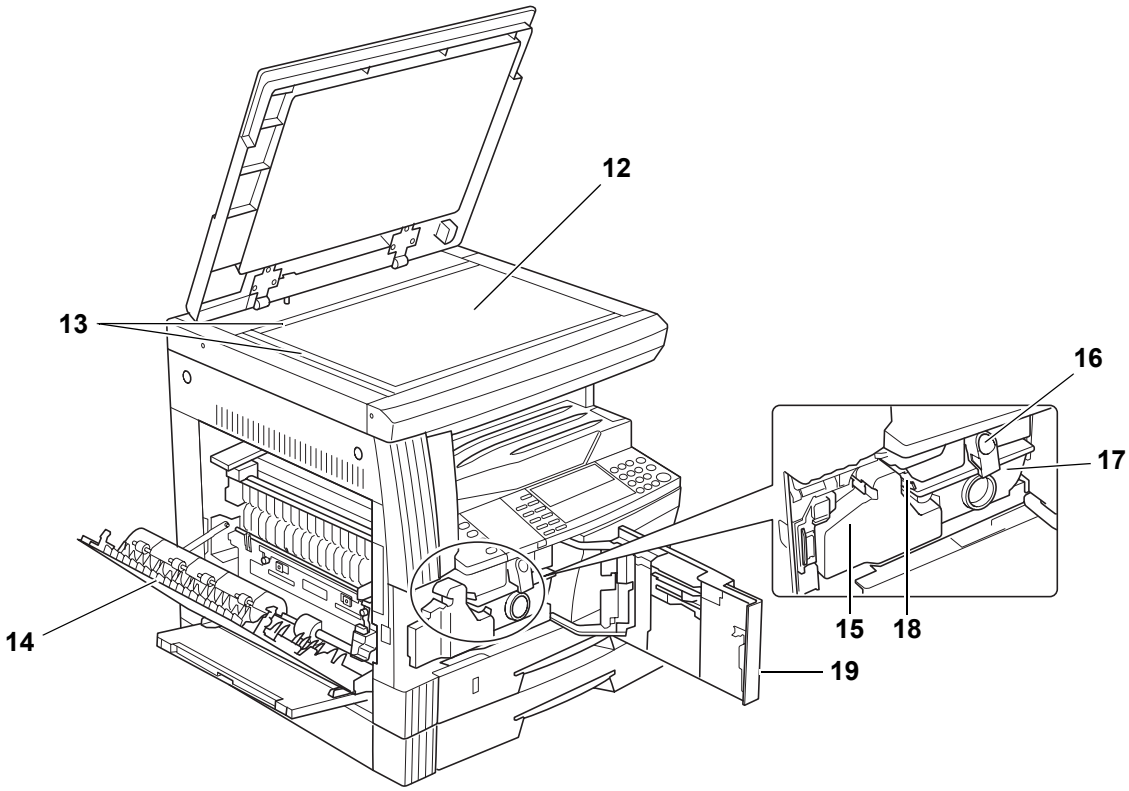
7 **Paper length adjusting tab —** Adjust this tab to adjust the paper length guide to fit to the length of the paper to be loaded in the cassette.

8 **Left cover handle —** Pull this handle up to open the left cover.

9 **Multi-bypass tray —** When using small paper or special paper, set the paper here.

10 **Bypass tray extension —** Pull this to use when setting A4R paper or larger paper.

11 **Slider —** Adjust this to fit to the width of paper to be set in the multi-bypass tray.



12 **Platen** — Set an original here for copying. Be sure to lay the original face-down and align the edge of the original flush up against the left rear corner of the platen.

13 **Original size indicator plates —** Be sure to set an original along these plates when setting it on the platen.

14 **Left cover —** Open this cover if a paper jam occurs inside the machine.

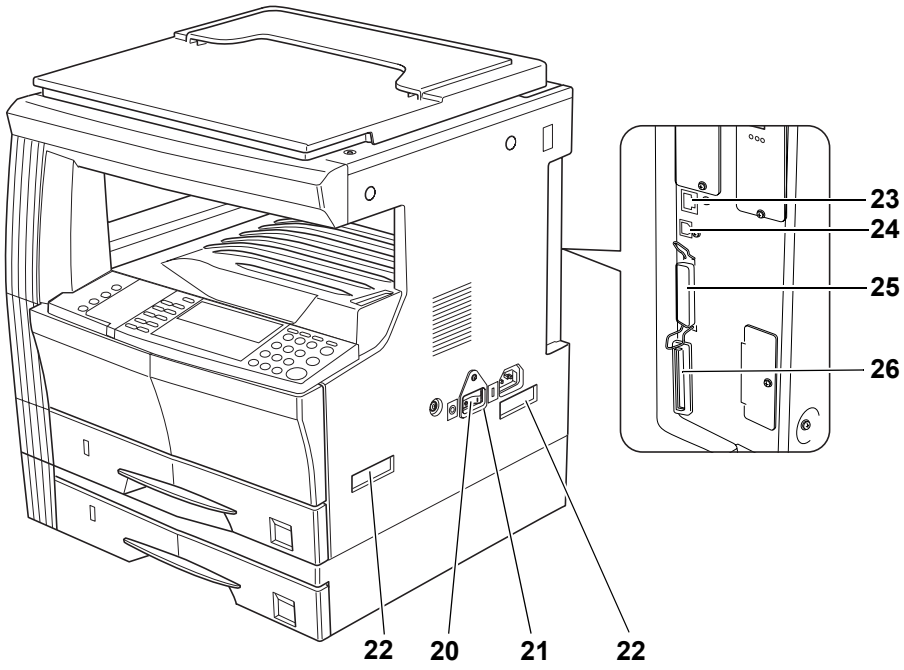
15 **Waste toner box**

16 **Toner container release lever —** Operate this lever when replacing the toner container.

17 **Toner container**

18 **Charger cleaner rod —** Pull this rod and then push it back again after replacing the toner container or when images become dirty.

19 **Front cover —** Open this cover when replacing the toner container and the waste toner box or when cleaning this machine.



20 **Main power switch —** Turn this switch on (|) before using this machine.

21 **Main power switch cover —** Open to operate the main power switch.

22 **Handles for transport —** Hold the four recessed portions at the right and left when transporting this machine.

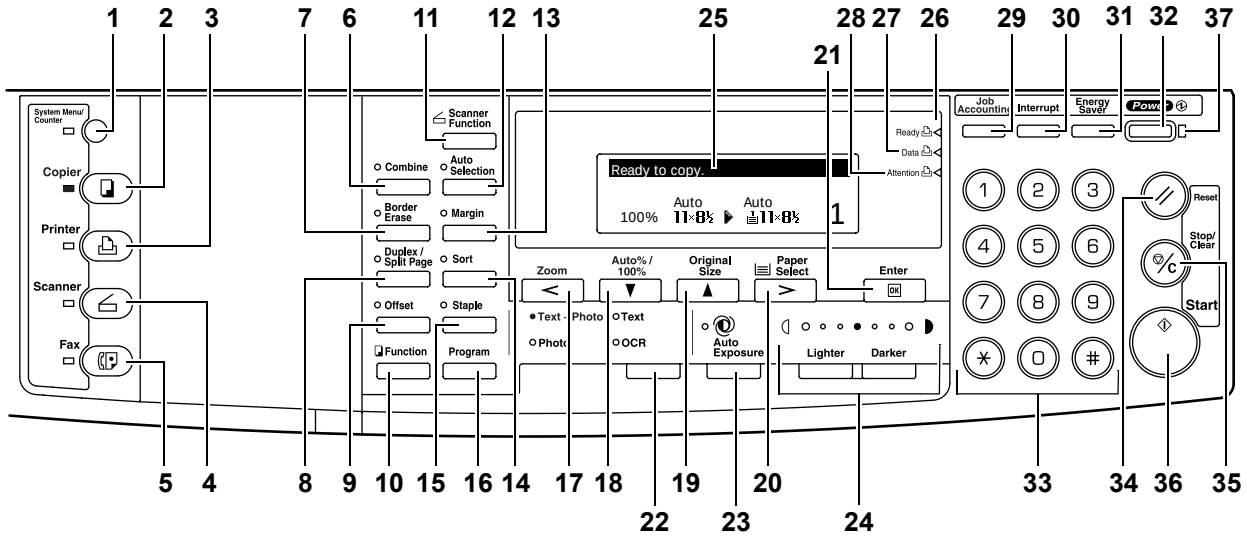
23 **Network interface connector —** When connecting this machine to a network, connect a network cable to this connector.

24 **USB interface connector —** When connecting this machine to a computer through USB, connect a USB cable to this connector.

25 **Parallel interface connector —** When connecting this machine to a computer through parallel interface, connect a bi-directional parallel cable to this connector.

26 **Memory card slot —** Insert an optional memory card to this slot.

Operation Panel



1 **System Menu/Counter key and indicator —** Press this key to set the job accounting function, adjust the default settings or set the machine. (For details, refer to ***Chapter 3*** and ***Chapter 4*** in ***Advanced Operation Guide***.)

2 **Copier key and indicator —** Press this key when using the copier functions of this machine. The **Copier** indicator will light up when the machine is in the copier mode.

3 **Printer key and indicator —** Press this key when using the printer functions of this machine. The **Printer** indicator will light up when the machine is in the printer mode.

4 **Scanner key and indicator —** Press this key when using the scanner functions of this machine. The **Scanner** indicator will light up when the machine is in the scanner mode. For the scanner functions, the optional network scanner kit must be installed.

5 **Fax key and indicator —** Press this key when using the fax functions of this machine. The **Fax** indicator will light up when the machine is in the fax mode. For the fax functions, the optional fax kit must be installed.

6 **Combine key and indicator —** Press this key to use the combine copy function. The **Combine** indicator will light up. (See page ***3-17***.)

7 **Border Erase key and indicator —** Press this key to use the border erase function. The **Border Erase** indicator will light up. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Border Erase Mode***.)

8 **Duplex/Split Page key and indicator —** Press this key to perform duplex copying or use the split page function. The **Duplex/Split Page** indicator will light up. For duplex copying, the optional duplex unit must be installed. (See page ***3-9*** and ***3-12***.)

9 **Offset key and indicator —** Press this key to perform offset copying. The **Offset** indicator will light up. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Offset Copying***.)

10 **Function key —** Press this key to set the orientation of the originals or perform continuous scanning copying, auto rotation copying or EcoPrint mode. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***.)

11 **Scanner Function key —** Press this key to adjust various scanner settings. For the scanner functions, the optional network scanner kit must be installed.

12 **Auto Selection key and indicator —** Press this key when using the auto selection mode. The **Auto Selection** indicator will light up. For the auto selection mode, the optional document processor must be installed. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Auto Selection Mode***.)

13 **Margin key and indicator —** Press this key to use the margin function. The **Margin** indicator will light up. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Margin Mode***.)

14 **Sort key and indicator —** Press this key to perform sort copying. The **Sort** indicator will light up. (See page ***3-15***.)

15 **Staple key and indicator —** Press this key to perform staple copying. The **Staple** indicator will light up. For staple copying, the optional finisher must be installed. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Staple Copying***.)

16 **Program key —** Press this key to use a registered program for copying. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Program Function***.)

17 **Zoom key / < key —** Press this key to perform zoom copying. (See page ***3-5***.) Also use this key to move the cursor left on the message display.

18 **Auto%/100% key / ▼ key —** Press this key to switch between automatic magnification selection and same size copying. Also use this key to move the cursor down on the message display.

19 **Original Size key / ▲ key —** Press this key to select the size of the original. Also use this key to move the cursor up on the message display.

20 **Paper Select key / > key —** Press this key to switch paper feed between the cassette(s) and the multi-bypass tray. The selected paper size will be indicated on the message display. (See page ***3-2***.) Also use this key to move the cursor right on the message display.

21 **Enter key —** Press this key to register a function or currently selected item on the message display.

22 **Image quality mode select key —** Press this key to select the image quality according to the type of the original. (See page ***3-2***.)

23 **Auto Exposure key —** Press this key to select the auto exposure mode. This will detect the density of the original and set the optimal exposure for copying it. (See page ***3-3***.)

24 **Lighter key / Darker key / exposure display —** Press these keys to adjust the exposure. The currently selected exposure is indicated. (See page ***3-3***.)

25 **Message display —** Displays messages on how to operate the machine as well as when trouble occurs. Also use this key to adjust the contrast of the LCD. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Display Contrast Adjustment***.)

26 **Ready indicator** (green)
Lit — The machine is ready to print.
Blinking — An error has occurred. Clear the error referring to ***Displayed Messages*** on page ***6-4***.
Off — The machine is not ready to print.

27 **Data indicator** (green)
Lit — The machine is processing print data.
Blinking — The machine is receiving print data.

28 **Attention indicator** (red)
Lit — An error has occurred. Clear the error referring to ***Displayed Messages*** on page ***6-4***.

29 **Job Accounting key —** In the job accounting mode, press this key after copying is complete. The ID-code entry screen will appear. (For details, refer to ***Chapter 4*** in ***Advanced Operation Guide***.)

30 **Interrupt key and indicator —** Press this key to use the interrupt mode. The **Interrupt** indicator will light up. (See page ***3-21***.)

31 **Energy Saver key and indicator —** Press this key to turn the low power mode on. In the low power mode, only the **Energy Saver** indicator, **Power** indicator, and main power indicator will light up and the other indicators on the operation panel will go out. Press the same key again to turn the low power mode off. (See page ***3-23***.)

32 **Power key and indicator —** Press this key to turn the sleep mode on. In the sleep mode, only the main power indicator will light up and all other indicators on the operation panel will go out. Press the same key again to turn the sleep mode off. (See page ***3-24***.)

33 **Numeric keys —** Press these keys to set the number of copies or enter a numerical value.

34 **Reset key —** Press this key to reset each function and to return the machine to the initial mode†.

35 Stop/Clear key — Press this key to stop copying or to change the number of copies. Also press this key to return to the previous screen from a setting screen for copier functions or the like.

36 Start key and indicator — Press this key to start copying. Copying will start immediately if you press this key when the indicator is lit green.

37 Main power indicator — Lights up when the main power switch is turned on (|).

† Initial mode (the state that the machine enters at the end of warm-up or when the **Reset** key is pressed)
In the factory default setting, paper of the same size as the original is selected automatically (auto paper selection mode), the copy magnification ratio is set to 100 %, the number of copies to be made is set to 1 and the image quality is set to the **Text + Photo** mode.

Notes

- The settings for the initial mode can be changed using the default setting procedure. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Default Setting Mode***.)
- It is possible to change the cassette selected in the initial mode. (For the 16 ppm model, the optional paper feeder must be installed. For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Priority Cassette***.)
- It is possible to change the image quality mode selected in the initial mode. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Original Image Quality***.)
- It is possible to change the default setting of the exposure to Auto exposure mode. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Exposure Mode***.)

Auto Clear Function

Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the machine will return to the same settings as those after warm-up. Copies can continually be made using the same settings (copy mode, number of copies, and exposure mode) if the next batch of copying is started before the auto clear function is activated.

Note For setting the time that passes before the auto clear function is activated, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Auto Clear Time***.

Automatic Cassette Switching Function

If multiple cassettes contain the same size paper and the paper in one cassette runs out during copying, the automatic cassette switching function will switch paper feed from the empty cassette to the other cassette that still contains paper.

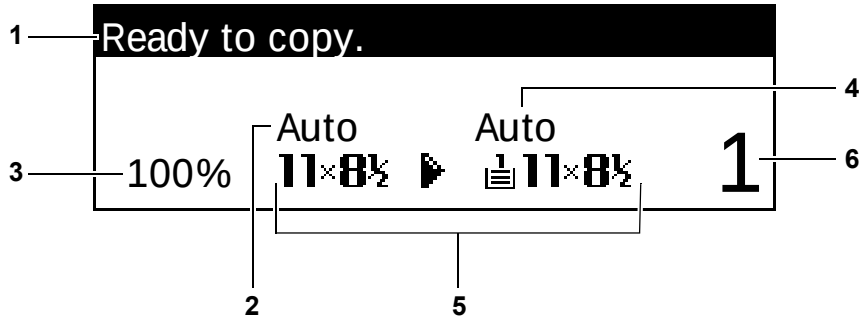
Notes

- To use this function in the 16 ppm model, the optional paper feeder must be installed.
- The automatic cassette switching function can be turned off. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Auto Cassette Switching***.)
- The paper in both cassettes must be set in the same orientation.

Message Display

The message display on this machine indicates the operation status of the machine.

Copier Basic Screen



This screen is displayed when the **Copier** key is pressed.

Reference number	Meaning
1	Indicates the current status of the machine and displays the message for required operation.
2	Displayed when the original size is automatically selected.
3	Displays the copy magnification ratio. (See page ***3-5***.)
4	Displayed in the auto paper selection mode.
5	Displays the original size, paper size, and selected cassette.
6	Displays the number of copies.

Printer Basic Screen

This screen is displayed when the **Printer** key is pressed.

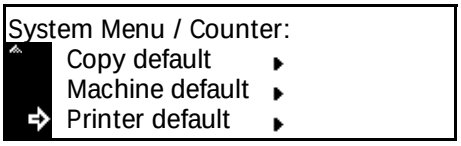
Reference number	Meaning
1	Indicates the current status of the machine and displays the message for required operation.
2	Select to switch between online and offline, to print/resume printing, to clear a specific error, and to begin a new page to forcibly print the last page that waits for printing.
3	Select to stop printing in progress.
4	Select to perform network setting. (See ***Network (TCP/IP) Settings*** on page ***2-15***.) Also select this to change various printer functions and settings. (Refer to ***Chapter 2*** in ***Advanced Operation Guide***.)

Note The following procedure can also be used for changing the default settings of the printer functions.

1 Press the **System Menu/Counter** key.

2 Press the ▲ key or the ▼ key to select `Printer default`.

3 Press the **Enter** key. The same screen as displayed when `MENU` is selected on the printer basic screen is displayed.



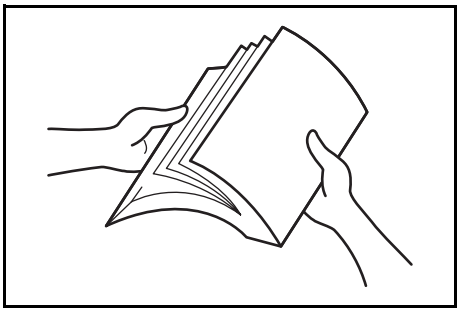
2 Preparations

Loading Paper

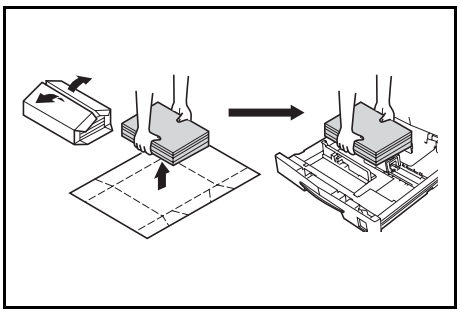
Paper can be loaded into either the cassette or the multi-bypass tray. For details on paper that can be used, refer to ***Appendix*** in ***Advanced Operation Guide***, ***Paper***.

Note for Adding Paper

After taking new paper out of its packaging, be sure to fan through the paper a few times to separate the sheets before loading that paper into the cassette or the multi-bypass tray.

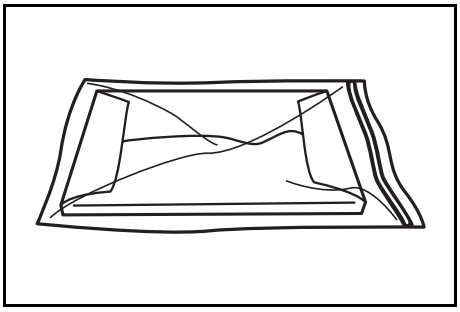


Set the paper in the cassette with the side which faced the top of its packaging facing up.



Important!

- When using paper that has been run through a machine before, check it to make sure that all staples and paper clips have been removed. Not doing so may result in poor images or malfunctions.
- Straighten out any creases or curls in the paper before loading it. Failure to straighten out creases and curls may lead to paper jams.
- Leaving paper out of its package under high temperature and high humidity conditions may lead to problems caused by ambient moisture. After loading paper into the cassette, store the remaining paper sealed in the paper storage bag. Also if any paper remains in the multi-bypass tray, store the paper sealed in the paper storage bag. Before leaving the machine in disuse for a prolonged period of time, remove the paper from the cassette and seal it in the paper storage bag to protect it from moisture.



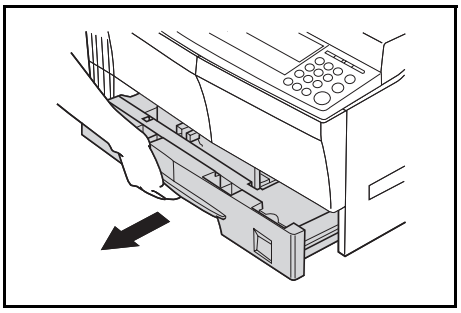
Loading Paper into the Cassette

Standard paper, recycled paper, and colored paper can be loaded into the cassette. Up to 300 sheets of standard paper (80 g/m²) or 100 sheets of thick paper (90 to 105 g/m²) can be set.

Paper sizes that can be loaded are: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, and 16K.

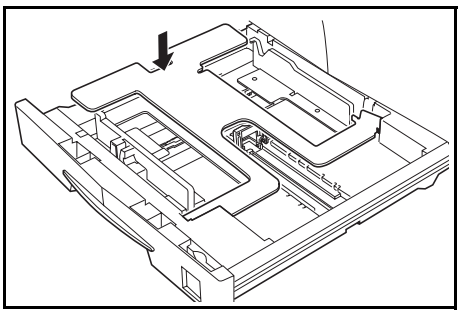
Important! Specify the type of paper that is loaded into the cassette (standard, recycled, etc.). For the method of setting, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Paper Type (cassettes 1 to 4)***.

1 Pull the cassette out toward you as far as it will go.

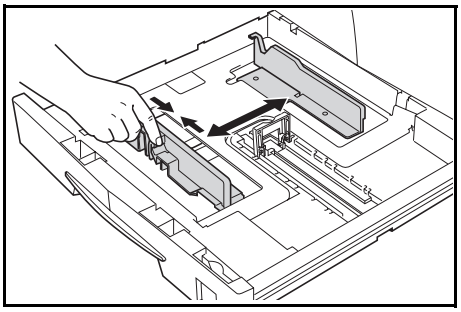


Note Do not pull more than one cassette out at a time.

2 Push down on the cassette base plate and secure it.



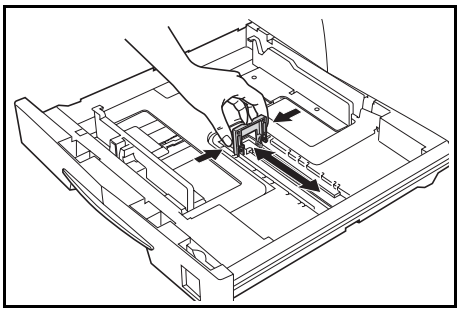
3 Grasp the paper width adjusting tab and adjust the width guides to the paper size.



Important! Make sure that the width guides are flush against the paper. If there is space between the guides and the paper, set the width guides again.

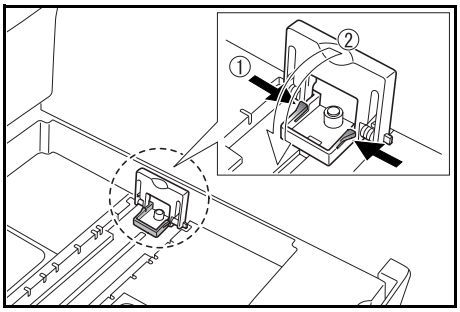
Note The paper sizes are impressed in the cassette.

4 Grasp the paper length adjusting tab and adjust the length guide to the paper size.



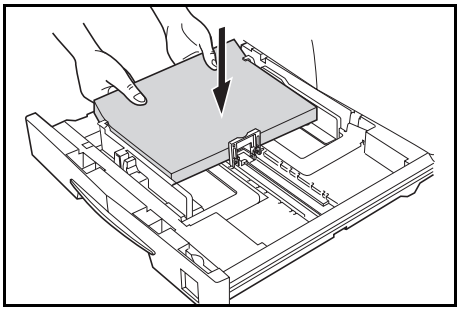
Important!

- Make sure that the length guide is flush against the paper. If there is space between the guide and the paper, set the length guide again.
- When setting 11 × 17" (Ledger) paper, move the paper length guide to the right end and push it down as shown in the illustration.



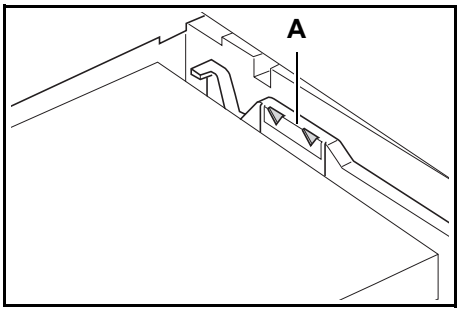
Note The paper sizes are impressed in the cassette.

5 Set the paper straight from the upper part.



Important!

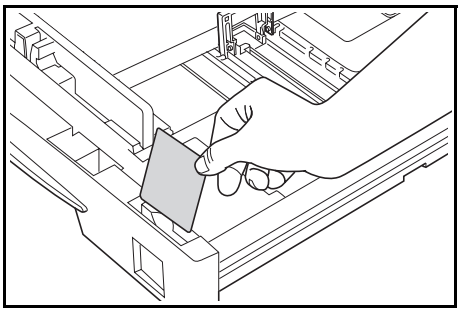
- Be careful not to bend or crease the paper when inserting it into the cassette. Creases in the paper may lead to paper jams.
- The maximum paper limit indicator **A** is provided on a paper width guide. Make sure that the paper loaded is below the maximum paper limit indicator.
- When loading paper into the cassette, set it with the side which faced the top of its packaging facing up.



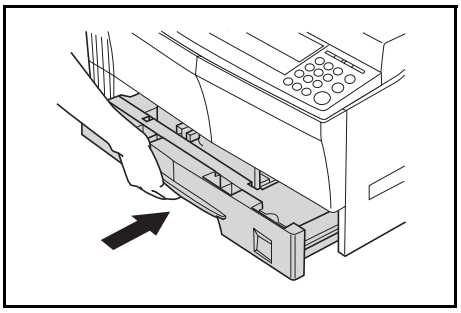
- Be sure to adjust the width and length guides to the paper size before loading the paper. Failure to do so may result in paper skewing or jamming.
- If the length and width guides are not flush against the paper, a size that is different from the actual size may be displayed on the message display.
- When the paper has become wrinkled from moisture and cannot be fed, set the paper so that the wrinkled side is toward the length guide.

Note When loading paper into the cassette, set it with the side to be printed facing up.

6 Set the accompanying paper sheet so that the paper size set in the cassette can be identified from the front of the cassette.



7 Gently push in the cassette.



Important! When the machine will not be used for a long period of time, remove the paper from the cassette, put it in a storage bag, and seal the bag in order to protect the paper from moisture.

Setting Paper in the Multi-Bypass Tray

In addition to standard paper and recycled paper, special paper (45 to 160 g/m²) can also be set.

Up to 50 sheets of standard (80 g/m²) paper (25 sheets of A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), or 8K) can be set. The paper sizes that can be used are: A3 to A6R, postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement), 8K and 16K.

Be sure to set special paper in the multi-bypass tray.

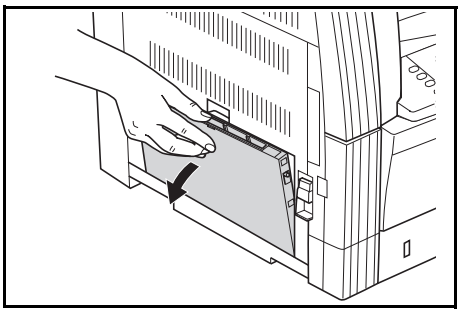
The types of special paper and their respective number of sheets that can be loaded are shown below.

- Color paper: 50 sheets
- Postcard: 10 sheets
- Thin paper/thick paper (45 to 160 g/m²): 50 sheets to 5 sheets (the number of sheets differs depending on paper size and thickness)

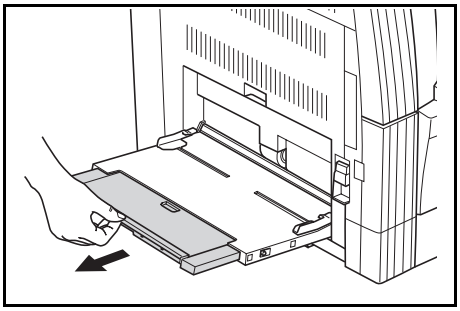
Important!

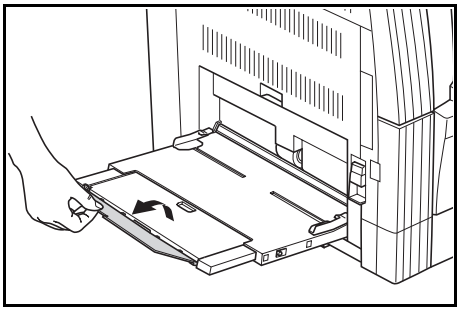
- When using the multi-bypass tray, set the paper size and type referring to ***Multi-Bypass Tray Settings*** on page ***2-6***.
- You can set the multi-bypass tray so that when you select the multi-bypass tray, the `Bypass Paper size` screen is displayed. For the method of setting, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Multi-Bypass Tray Confirmation Display***.

1 Open the multi-bypass tray.

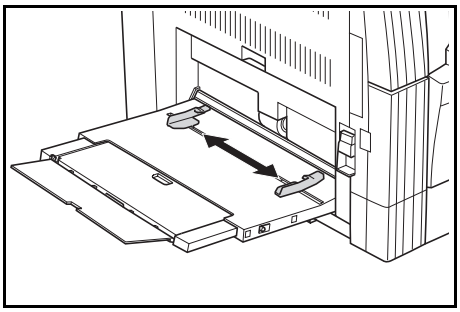


Note When setting paper greater than A4R/8 1/2 × 11" (Letter), pull out the bypass tray extension to match the paper size.

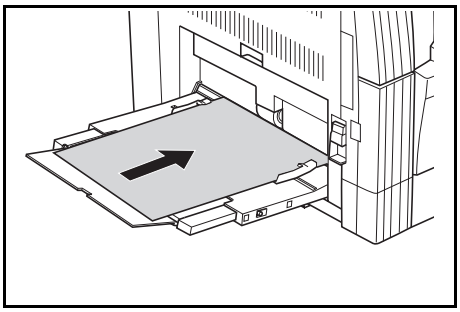




2 Adjust the sliders to the width of the paper to be set.



3 Set the paper along the sliders and put it in until it stops.



Important!

- Always straighten out postcards and other types of thick paper that are curled before using them. The paper may not be fed depending on the paper quality.
- When loading paper into the multi-bypass tray, set it with the side which faced the top of its packaging facing down. If the front end of the paper is curled, straighten it out before setting it.
- Make sure there are no creases, etc. in the paper. Creases in the paper may lead to paper jams.
- Make sure that the slider is flush against the edge of paper. If not, adjust the slider until it is flush with the edge of paper.

Note When loading paper into the multi-bypass tray, set it with the side to be printed facing down.

Multi-Bypass Tray Settings

Set the following items for feeding paper from the multi-bypass tray.

Paper Size

Set the size of paper to be used from the multi-bypass tray. You can use irregular size paper by inputting the size.

Note If the paper size is unknown or no particular paper size setting is required, select `Universal Size`.

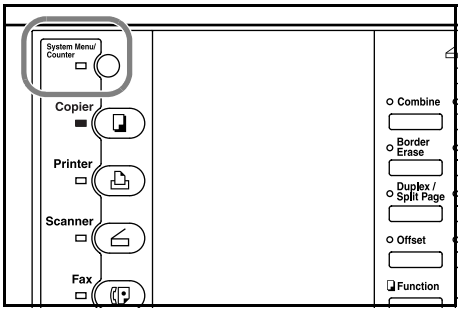
Selecting a Size from Regular Sizes

Sizes that can be set:

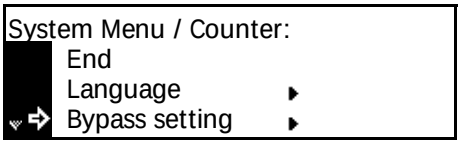
Inch Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), A4R, A4

Metric Specification — A3, B4, A4R, A4, B5R, B5, A5R, B6R, A6R, 8 1/2 × 11" (Letter), 11 × 8 1/2", Folio

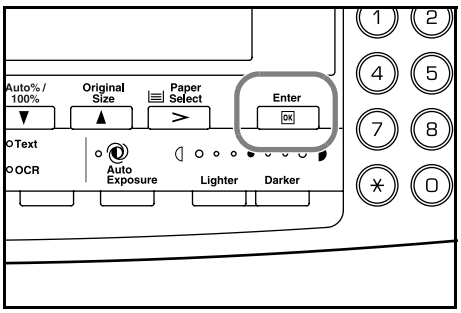
1 Press the **System Menu/Counter** key.



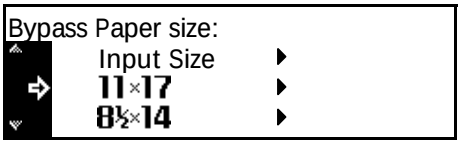
2 Press the ▲ key or the ▼ key to select `Bypass setting`.



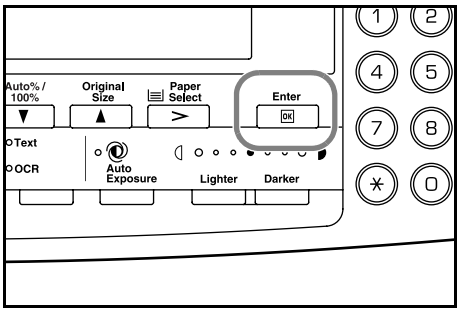
3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select the paper size.



5 Press the **Enter** key. The `Bypass Paper type` screen is displayed. Proceed to ***Paper Type*** described below.



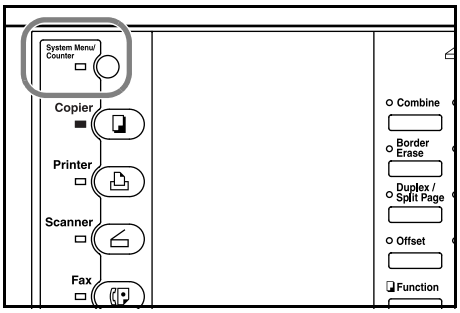
Selecting a Size from Other Regular Sizes

Sizes that can be set:

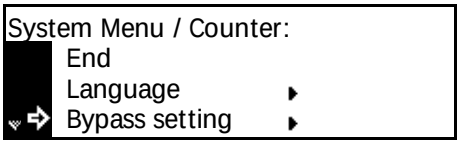
Inch Specification — A3, B4, B5R, B5, A5R, B6R, A6R, HAGAKI, Folio, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K

Metric Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 5 1/2 × 8 1/2" (Statement), HAGAKI, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K

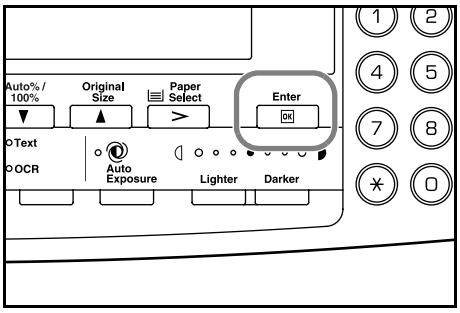
1 Press the **System Menu/Counter** key.



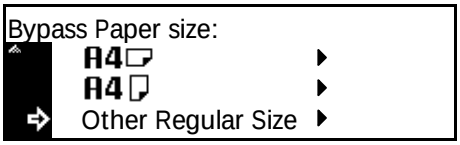
2 Press the ▲ key or the ▼ key to select `Bypass setting`.



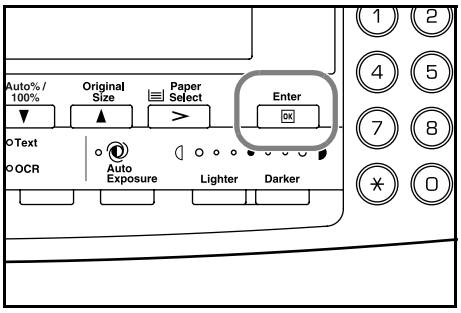
3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Other Regular Size`.

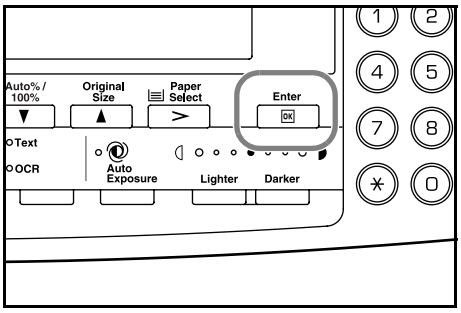


5 Press the **Enter** key.



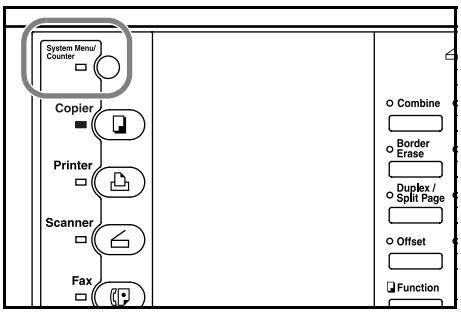
6 Press the ▲ key or the ▼ key to select the paper size.

7 Press the **Enter** key. The `Bypass Paper type` screen is displayed. Proceed to ***Paper Type*** described below.

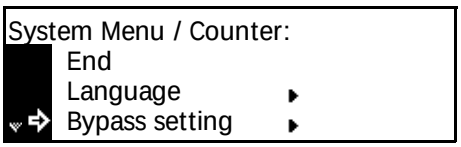


Inputting a Paper Size

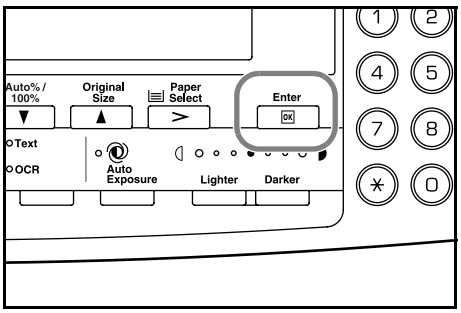
1 Press the **System Menu/Counter** key.



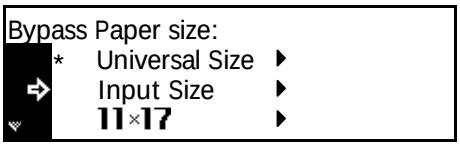
2 Press the ▲ key or the ▼ key to select `Bypass setting`.



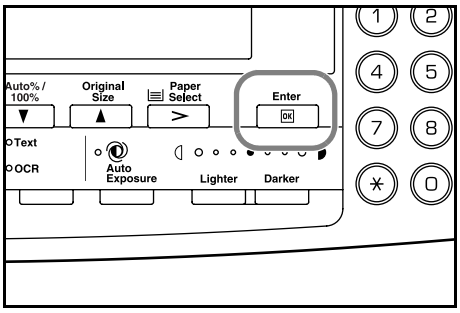
3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Input Size`.

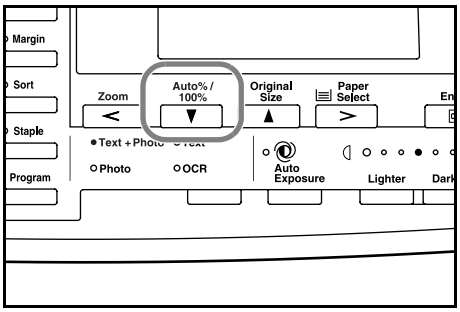


5 Press the **Enter** key.

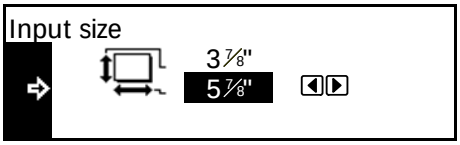


6 Press the **<** key or the **>** key to set the vertical size. You can set the vertical size to 3 7/8" to 11 5/8" in 1/8" increments [98 to 297 mm in 1 mm increments].

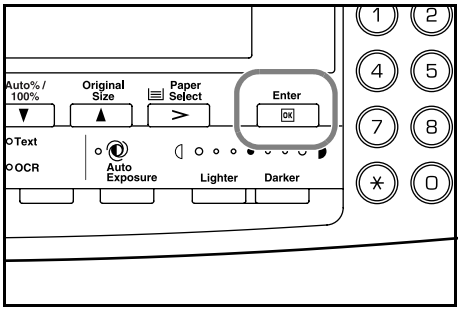
7 Press the ▼ key to select the horizontal size.



8 Press the **<** key or the **>** key to set the horizontal size. You can set the horizontal size to 5 7/8" to 17" in 1/8" increments [148 to 432 mm in 1 mm increments].



9 Press the **Enter** key. The `Bypass Paper type` screen is displayed. Proceed to ***Paper Type*** described below.

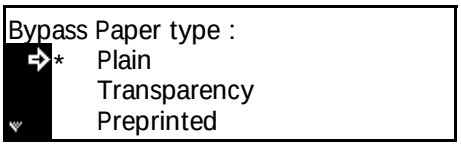


Paper Type

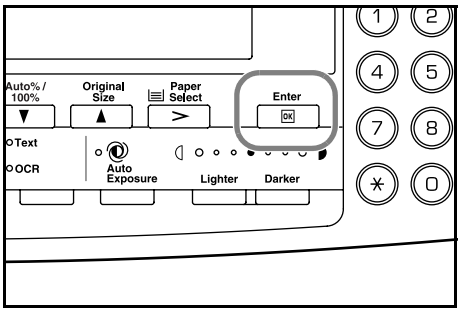
To set the paper type to be used in the multi-bypass tray, continue the procedure from ***Paper Size*** setting.

Paper types that can be set: `Plain`, `Transparency`, `Preprinted`, `Labels`, `Bond`, `Recycled`, `Vellum`, `Rough`, `Letterhead`, `Color` [`Colour`], `Prepunched`, `Envelope`, `Cardstock`, `Thick paper`, `High quality`, `Custom 1` (to `8`)

1 Press the ▲ key or the ▼ key to select the paper type.



2 Press the **Enter** key. The message display returns to the copier basic screen.



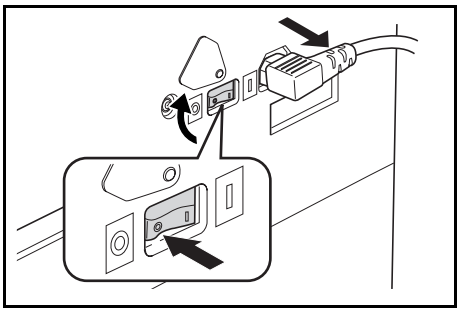
Connecting the Cables

This machine can be connected either to a network or directly to a single computer. This section describes the procedures to make both types of connection.

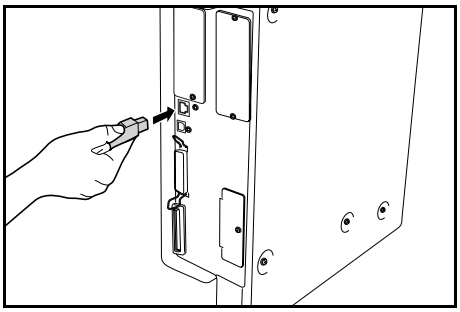
Connecting the Network Cable

To connect this machine to a network, use an Ethernet cable (10Base-T or 100Base-TX).

1 Open the main power switch cover located on the right side of the machine, turn the main power switch off (O), and remove the power cord from the outlet.



2 Connect the network cable to the network interface connector at the right side of the machine.



3 Connect the other end of the network cable to your network device (hub).

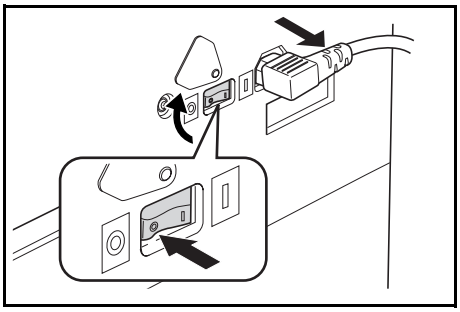
4 Make network settings. (See page ***2-15***.)

Connecting the Printer Cable

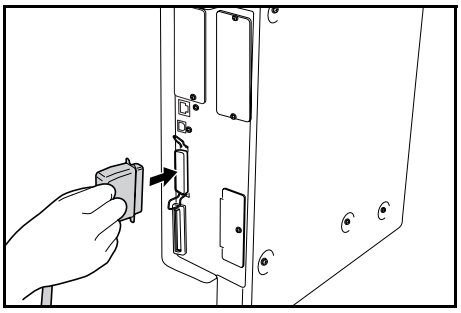
To connect the machine directly to your computer, use either a parallel cable or a USB cable.

Important! Be sure to turn the main power switch of this machine off before connecting the printer cable.

1 Open the main power switch cover located on the right side of the machine, turn the main power switch off (O), and remove the power cord from the outlet. Turn the power of your computer off.

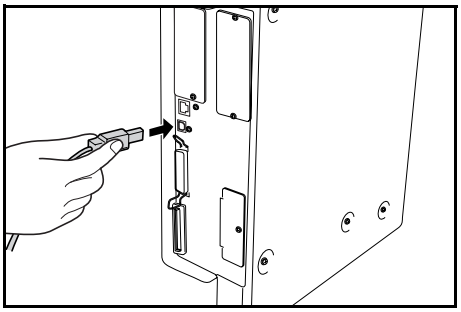


2 Connect the printer cable to the parallel interface connector or the USB interface connector located at the right side of the machine.



Notes

- Use the USB cable that complies with Revision 2.0 of the USB standard. (a rectangular Type A plug and a square Type B plug).
- The USB cable should be shielded and not be longer than 5 meters (16 feet).

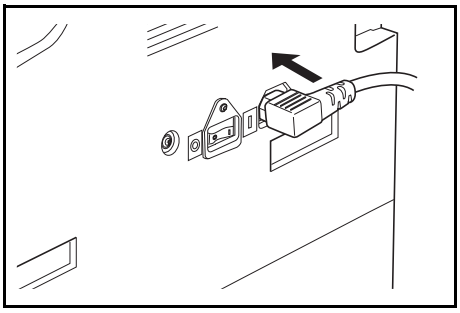


3 Connect the other end of the printer cable to the parallel interface connector or a USB interface connector on your computer.

Connecting the Power Cord

Connect the power cord to this machine.

1 Connect the power cord to the power cord connector located at the right side of the machine.

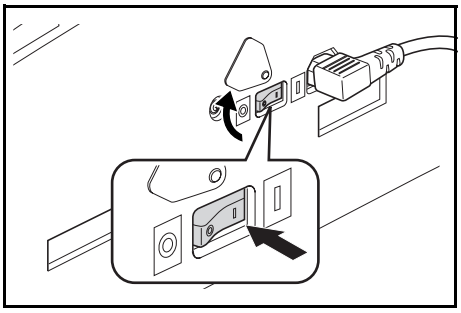


2 Connect the other end of the power cord to a power outlet.

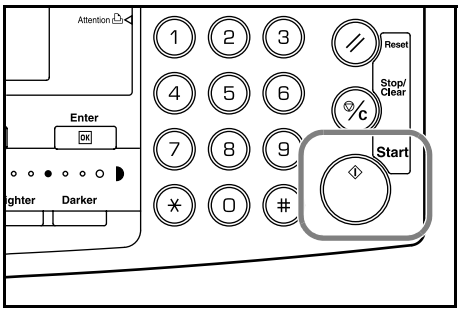
Turning the Power On

Turn the power of this machine on.

1 Open the main power switch cover located on the right side of the machine and turn the main power switch on (|). The machine starts to warm up.



2 Once warm-up is completed, the **Start** indicator lights up green.



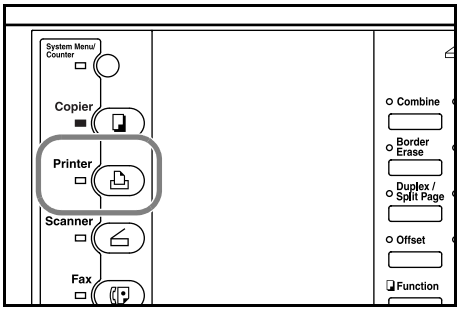
Network (TCP/IP) Settings

Register the IP address of this machine.

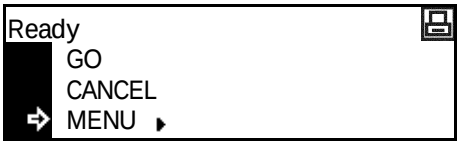
Notes

- The IP address that should be registered here differs depending upon your network environment. Check with your network administrator before performing this setting.
- If you use the following procedure to manually register the IP address, be sure to turn the DHCP setting `Off` and the TCP/IP setting `On`. (For details, refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***Network Setting***.)

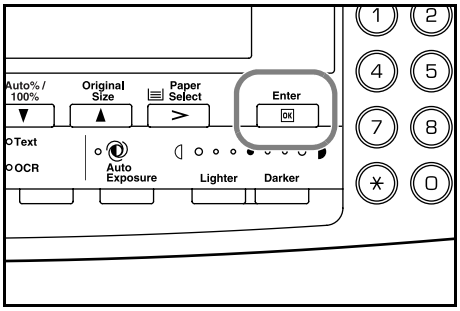
1 Press the **Printer** key.



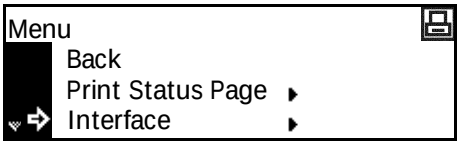
2 Press the ▲ key or the ▼ key to select `MENU`.



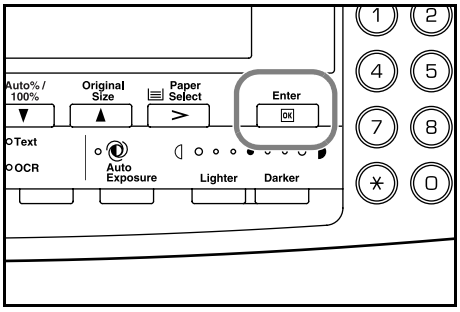
3 Press the **Enter** key.



4 Press the ▲ key or the ▼ key to select `Interface`.

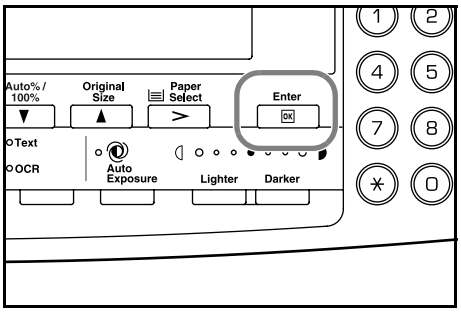


5 Press the **Enter** key.

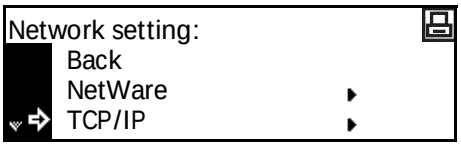


6 Press the ▲ key or the ▼ key to select `Network`.

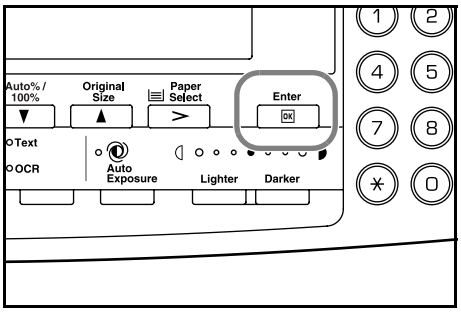
7 Press the **Enter** key.



8 Press the ▲ key or the ▼ key to select `TCP/IP`.

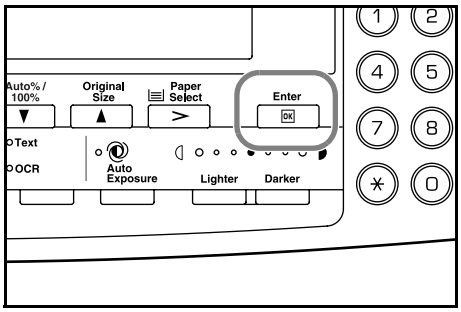


9 Press the **Enter** key.

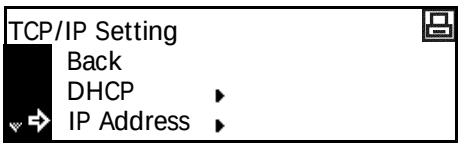


10 Press the ▲ key or the ▼ key to select `Change #`.

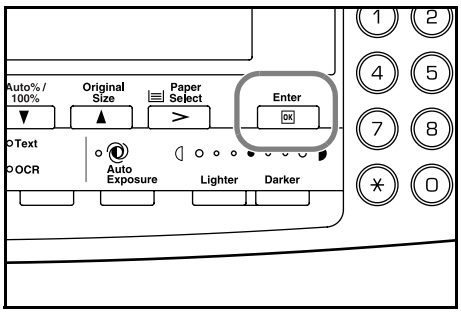
11 Press the **Enter** key.



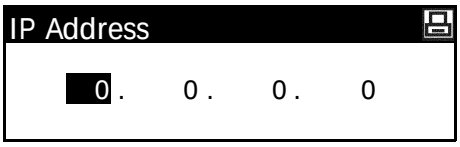
12 Press the ▲ key or the ▼ key to select `IP Address`.



13 Press the **Enter** key.

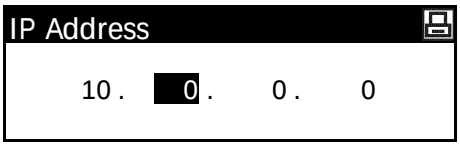


14 Use the numeric keys to input the IP address. Enter the first block of 3 digits of the address in the highlighted area.



15 Press the **#** key.

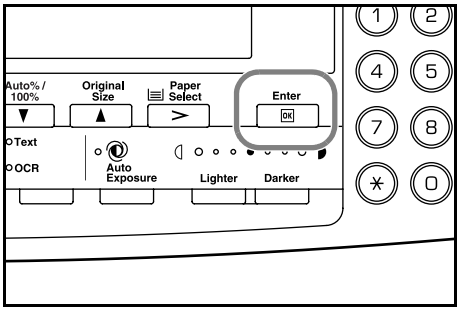
16 Enter the next block of 3 digits of the address in the highlighted area.



17 Continue the same procedure for the other 2 blocks.

18 Press the **Enter** key.

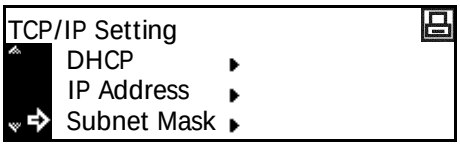
Next, set the subnet mask.



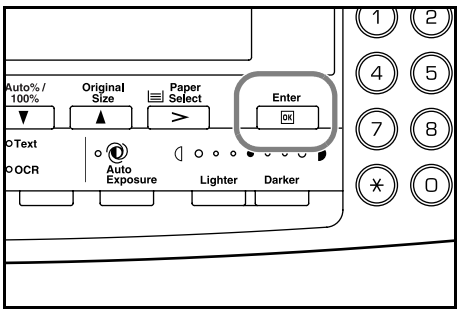
Registering the Subnet Mask

To register the subnet mask, continue the procedure from step 18 above.

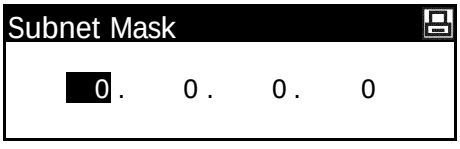
1 Press the ▲ key or the ▼ key to select `Subnet Mask`.



2 Press the **Enter** key.

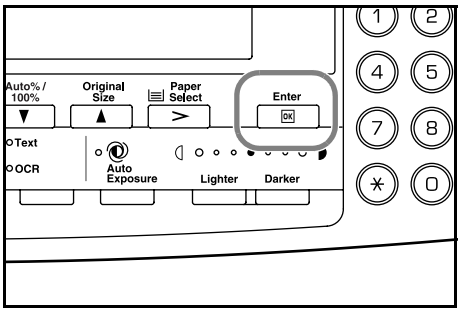


3 Use the same procedure as steps 14 to 17 of IP address setting to input the address.



4 Press the **Enter** key.

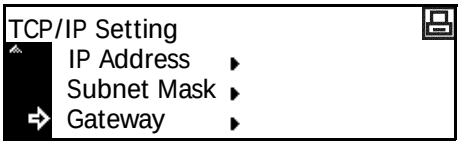
Next, set the default gateway.



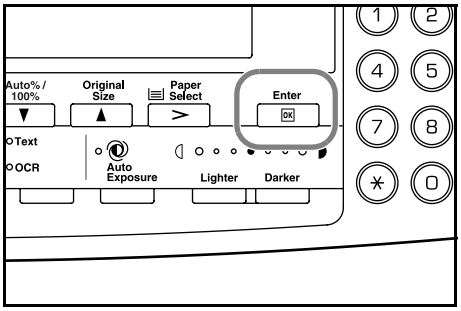
Registering the Default Gateway

To register the default gateway, continue the procedure from step 4 above.

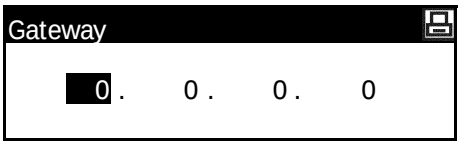
1 Press the ▲ key or the ▼ key to select `Gateway`.



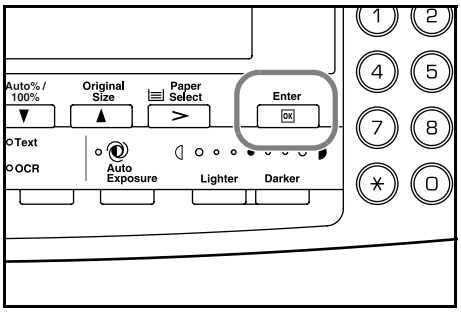
2 Press the **Enter** key.



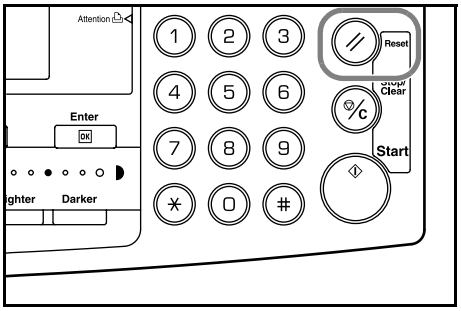
3 Use the same procedure as steps 14 to 17 of IP address setting to input the address.



4 Press the **Enter** key.



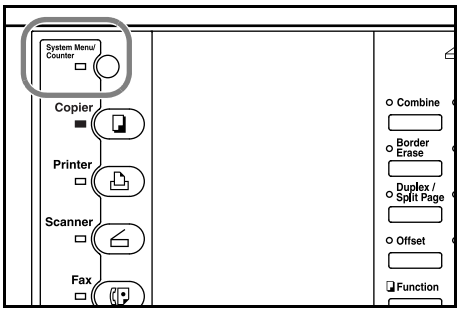
5 When you finish making all of the network setting, press the **Reset** key. The message display returns to the printer basic screen.



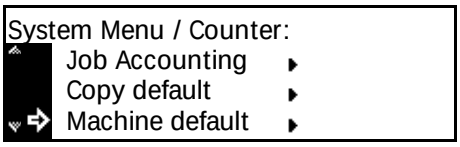
Setting the Date and Time

Set the current date and time, time difference from the Greenwich Mean Time (GMT), and summer time.

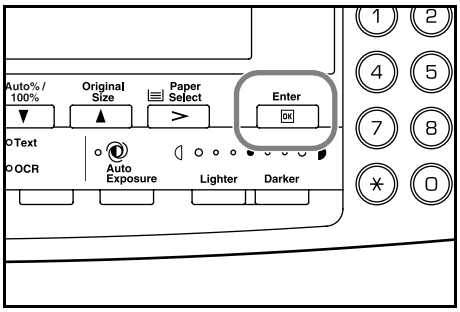
1 Press the **System Menu/Counter** key.



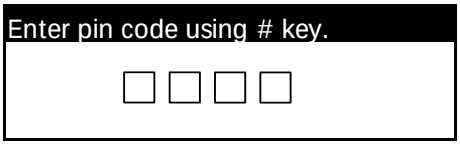
2 Press the ▲ key or the ▼ key to select `Machine default`.



3 Press the **Enter** key.

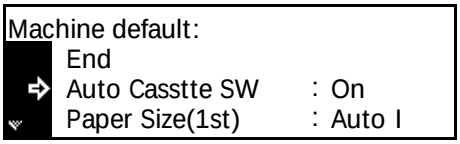


4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is `1600` for the 16 ppm model, `2000` for the 20 ppm model, and `2500` for the 25 ppm model.

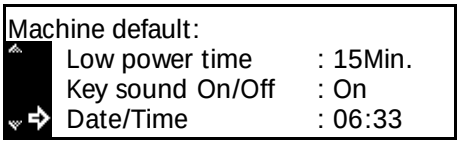


Note The four-digit management code can be changed. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Administrator Management Code Change***.)

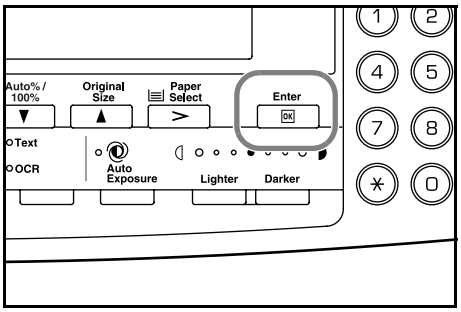
5 If the management code is accepted, the `Machine default` screen is displayed.



6 Press the ▲ key or the ▼ key to select `Date/Time`.

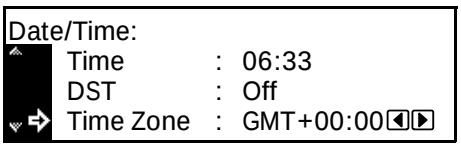


7 Press the **Enter** key.



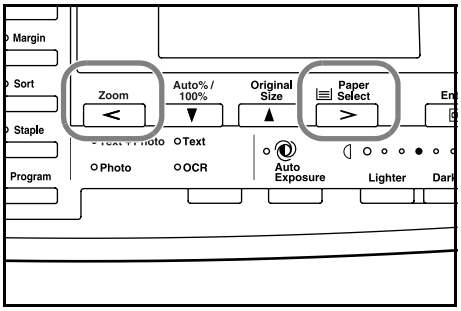
Setting the Time Difference

8 Press the ▲ key or the ▼ key to select `Time Zone`.



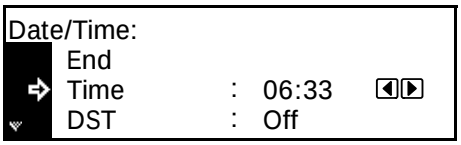
9 Press the **<** key or the **>** key to set the time difference.

Next, set the time.



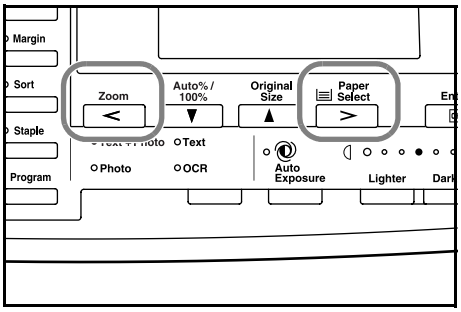
Setting the Time

10 Press the ▲ key or the ▼ key to select `Time`.



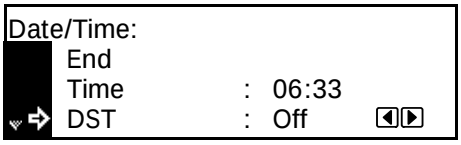
11 Press the **<** key or the **>** key to set the current time.

Next, set the summer time.



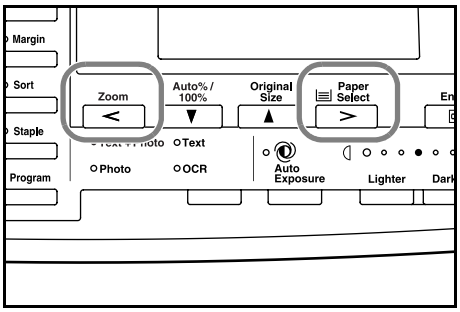
Setting the Summer Time

12 Press the ▲ key or the ▼ key to select `DST` [`Summertime`].



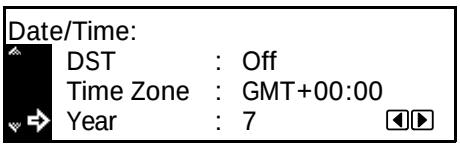
13 Press the **<** key or the **>** key to select `On` or `Off`.

Next, set the date.

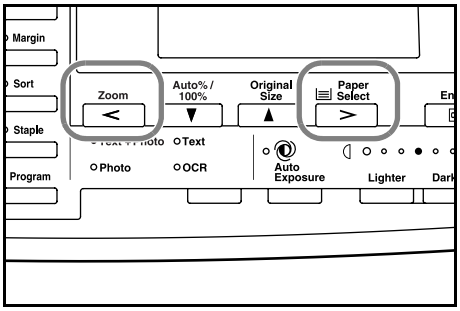


Setting the Date

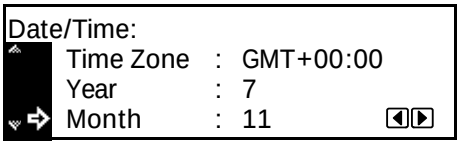
14 Press the ▲ key or the ▼ key to select `Year`.



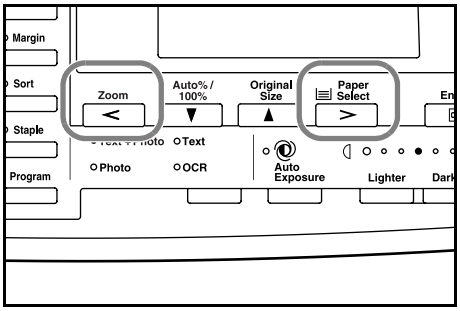
15 Press the **<** key or the **>** key to set the current year.



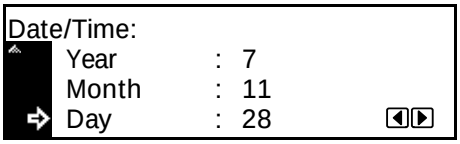
16 Press the ▲ key or the ▼ key to select `Month`.



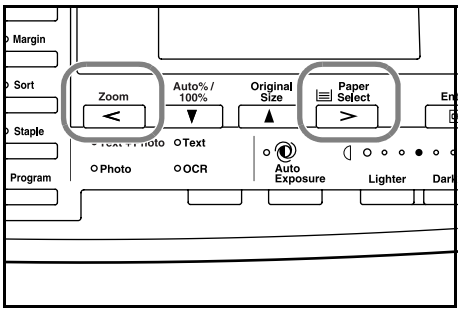
17 Press the **<** key or the **>** key to set the current month.



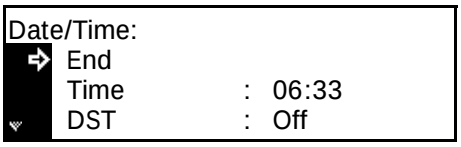
18 Press the ▲ key or the ▼ key to select `Day`.



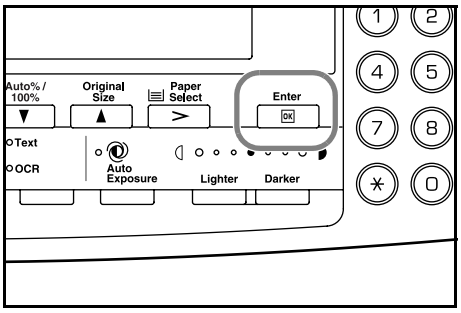
19 Press the **<** key or the **>** key to set the current day.



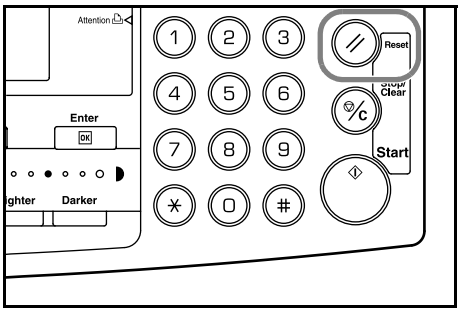
20 After all the setting is complete, press the ▲ key or the ▼ key to select `End`.



21 Press the **Enter** key.



22 Press the **Reset** key. The message display returns to the copier basic screen.



Language Setting

You can select the language to be used on the message display.

The following languages are available for selection:

Inch Specification — English, French (Français), Spanish (Español), and Japanese (日本語)

Metric Specification — English, German (Deutsch), French (Français), Spanish (Español), and Italian (Italiano)

For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Language Setting***.

Other Settings

Various default settings can be adjusted to your preference in this machine. For details on the setting items and the setting method, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Default Setting Mode***.

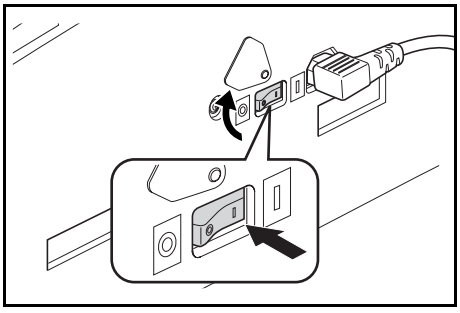
3 Basic Operation

This chapter explains the following operations. For other functions, refer to the ***Advanced Operation Guide***.

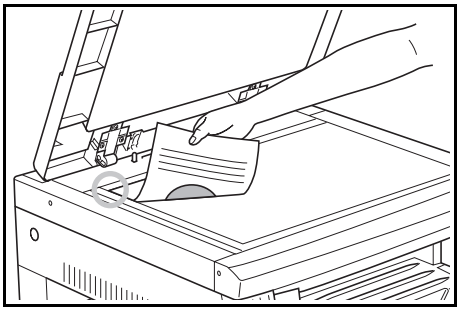
- Basic Copying Procedure
- Zoom Copying
- Duplex Copying
- Split Copying
- Sort Copying
- Combine Copying
- Interrupt Mode
- Low Power Mode
- Sleep Mode
- Basic Printing Procedure

Basic Copying Procedure

1 Open the main power switch cover located on the right side of the machine and turn the main power switch on (|). At the end of warm-up, the **Start** indicator lights up green.

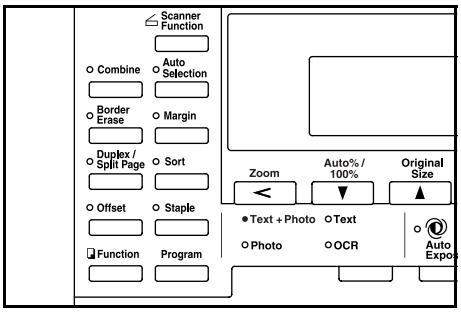


2 Set the original onto the platen. Be sure to set the original by aligning it with the left rear corner of the platen along the original size indicator plates.

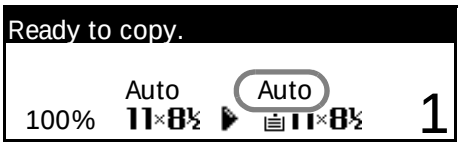


Note For the method of setting originals in the optional document processor, see ***Setting Originals in the Document Processor*** on page ***4-2***.

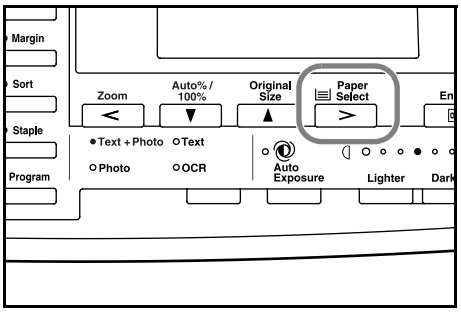
3 Select the desired copier's functions to use.



4 Select the copy paper. If `Auto` is displayed on the message display, copy paper of the same size as the original is automatically selected.



To change the paper size, press the **Paper Select** key to select the desired paper source.



Notes

- It is possible to disable this auto paper selection function. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Paper Selection***.)
- It is also possible to specify a cassette that will be selected automatically even without setting any originals. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Priority Cassette***.)

5 Press the image quality mode select key to light up the desired image quality mode indicator.

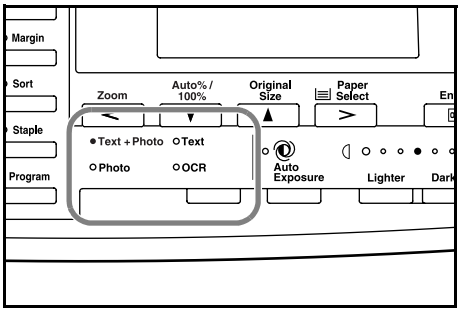
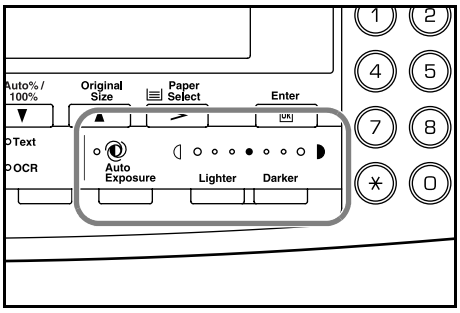


Image quality mode	Description
Text + Photo	Select to copy originals that contain a mixture of both text and photographs.
Text	Select to copy originals that contain large amounts of text, such as documents, etc.
Photo	Select to copy originals that contain photographs.

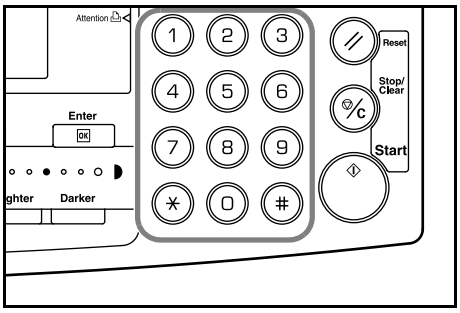
Notes

- It is possible to adjust the copy exposure in each of the image quality modes. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Exposure Adjustment for Text + Photo Originals***, ***Exposure Adjustment for Text Originals***, and ***Exposure Adjustment for Photo Originals***.)
- It is also possible to change the default image quality mode to be selected in the initial mode. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Original Image Quality***.)

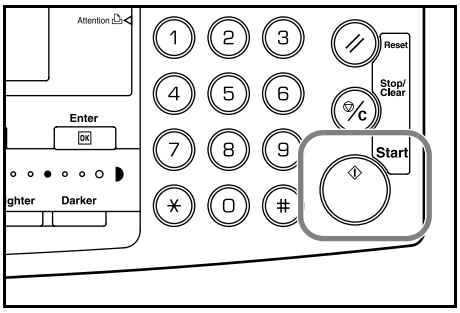
6 Adjust the exposure. You can adjust the exposure either manually (manual exposure mode) or automatically (auto exposure mode) with automatic detection of the contrast of the original. (For details, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Copy Exposure Adjustment***.)



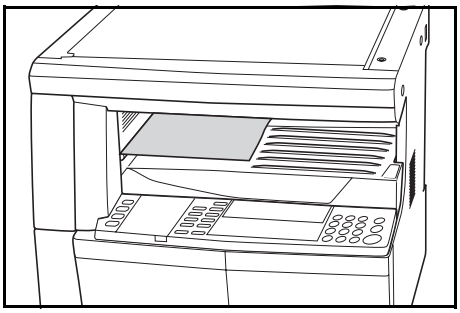
7 Press the numeric keys to set the desired number of copies. Up to 999 can be set.



8 Press the **Start** key. When the **Start** indicator is lit green, copying can be performed.



9 Finished copies are output onto the output tray.

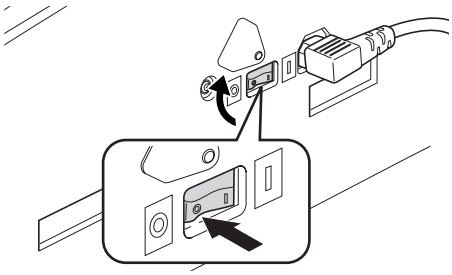


Note The capacity of the output tray is 250 sheets of standard paper (80 g/m²). The capacity, however, varies with the condition of the paper to be used.

If the optional fax kit is not installed:

Caution

If the machine will not be used for a short period of time (overnight, etc.), turn the main power switch off (○). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.



If the optional fax kit is installed:

When the main power switch is turned off or the power plug is removed from the outlet, fax transmission and reception cannot be performed.

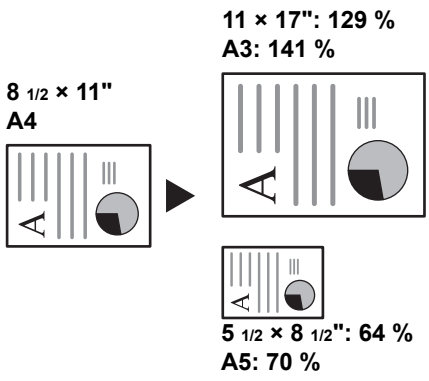
Zoom Copying

The zoom ratio can be changed to reduce or enlarge the copies. The following modes are available for zoom copying.

Mode	Description
Auto zoom ratio selection mode	Original images are reduced or enlarged according to the selected paper size.
Zoom mode	The zoom ratio can be changed from 25 % to 200 % in 1 % increments.
Preset zoom mode	A preset zoom ratio can be used to reduce or enlarge original images. Inch Specification 200 % (5.5 × 8.5 → 11 × 17), 154 % (5.5 × 8.5 → 8.5 × 14), 129 % (8.5 × 11 → 11 × 17), 121 % (8.5 × 14 → 11 × 17), 78 % (8.5 × 14 → 8.5 × 11), 77 % (11 × 17 → 8.5 × 14), 64 % (11 × 17 → 8.5 × 11), 50 % (11 × 17 → 5.5 × 8.5) Metric Specification 200 % (A5 → A3), 141 % (A4 → A3, A5→A4), 127 % (Folio → A3), 106 % (11 × 15" → A3), 90 % (Folio → A4), 75 % (11 × 15" → A4), 70 % (A3 → A4, A4 → A5), 50 % Metric Specification (Asia Pacific) 200 % (A5 → A3), 141 % (A4 → A3, B5 → B4), 122 % (A4 → B4, A5 → B5), 115 % (B4 → A3, B5 → A4), 86 % (A3 → B4, A4 → B5), 81 % (B4 → A4, B5 → A5), 70 % (A3 → A4, B4 → B5), 50 %

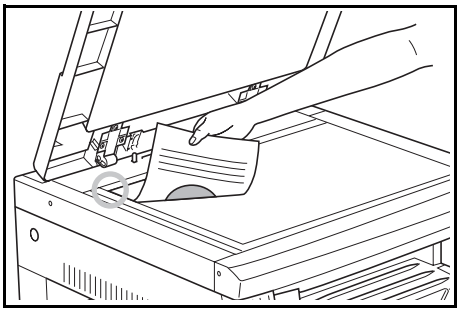
Auto Zoom Ratio Selection Mode

Original images are reduced or enlarged according to the selected paper size.

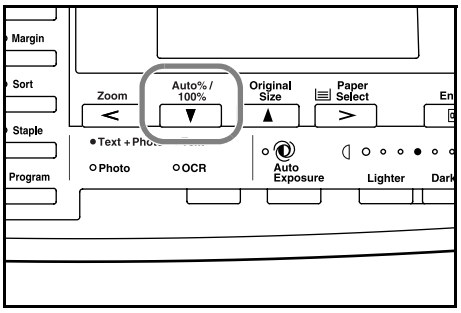


Note You can set a default setting so that the auto zoom ratio selection mode is selected when you select a cassette. (For details, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Default Magnification***.)

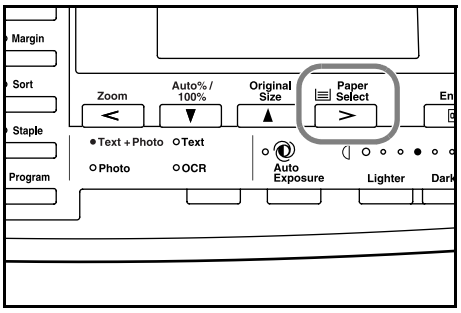
1 Set the original.



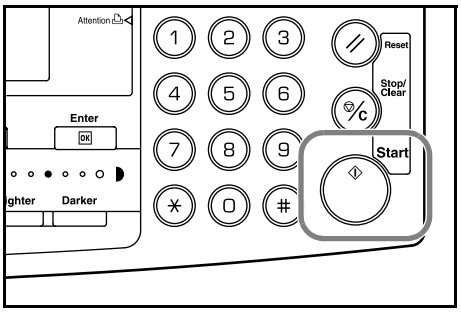
2 Press the **Auto%/100%** key. `Auto %` is displayed on the message display.



3 Press the **Paper Select** key to select the copy paper. The zoom ratio is displayed on the message display.

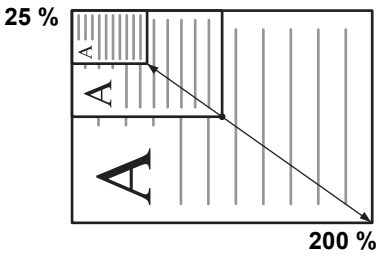


4 Press the **Start** key. Copying starts.

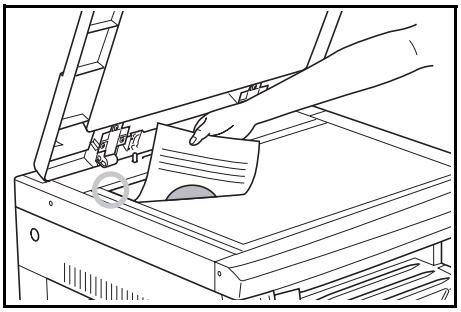


Zoom Mode

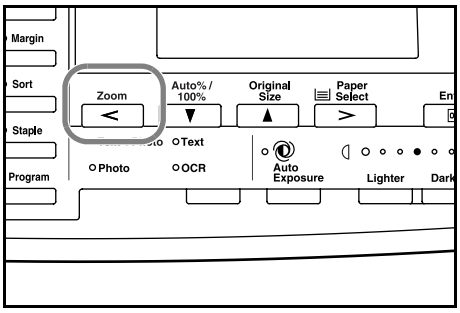
With this mode, the zoom ratio can be set between 25 % and 200 % in 1 % increments.



1 Set the original.

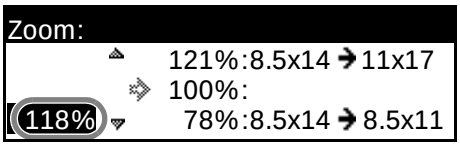


2 Press the **Zoom** key.

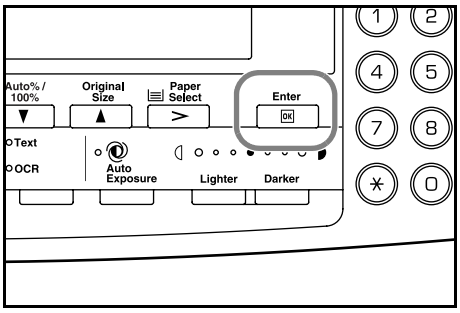


3 Use the numeric keys to input the zoom ratio. The zoom ratio is displayed on the message display.

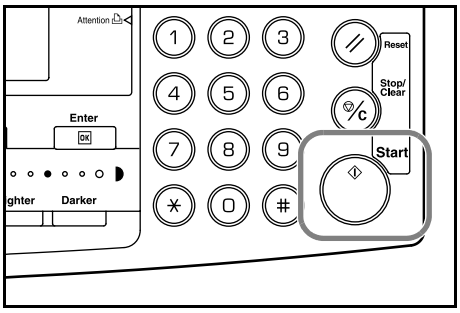
(The display example shows a screen displayed when an operator enters 1, 1, and 8.)



4 Press the **Enter** key.

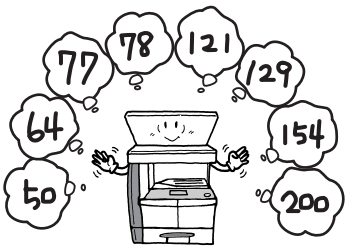


5 Press the **Start** key. Copying starts.

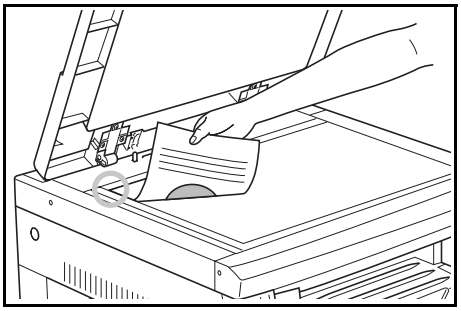


Preset Zoom Mode

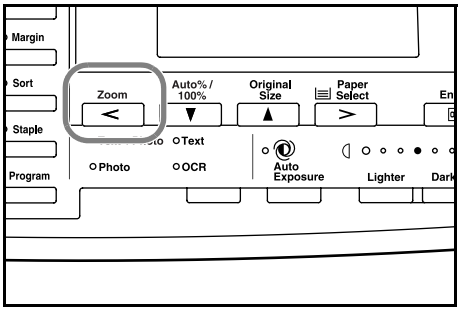
With this mode, the zoom ratio can be set to one of the preset ratios.



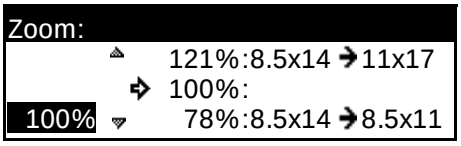
1 Set the original.



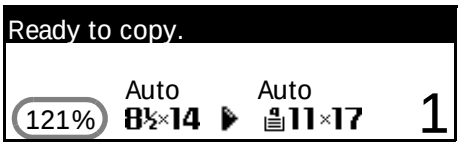
2 Press the **Zoom** key.



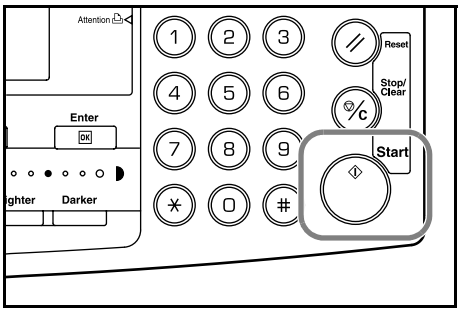
3 Press the ▲ key or the ▼ key to select the desired zoom ratio.



4 Press the **Enter** key. The zoom ratio is displayed on the message display.

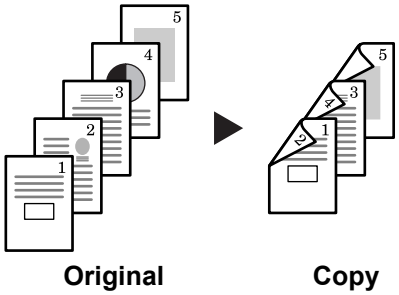


5 Press the **Start** key. Copying starts.



Duplex Copying

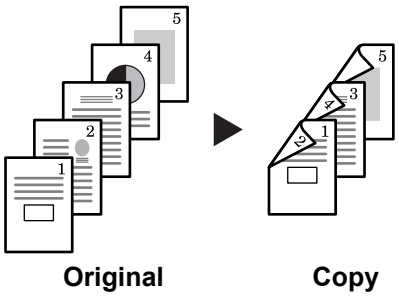
Two-sided copies can be made from a variety of originals including double-page spread or two-sided originals.



Note The optional duplex unit must be installed.

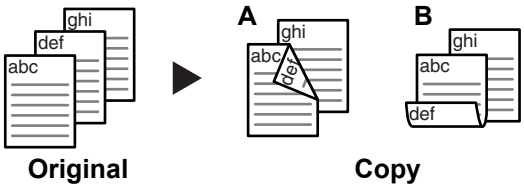
The following modes are available for duplex copying.

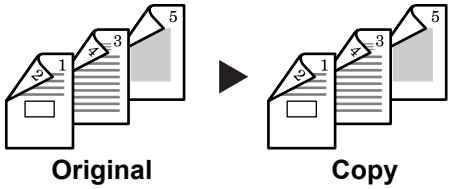
Mode	Description
`1 sided->2 sided` [`1-sided->2-sided`] (2-side copying from 1-sided originals)	One-sided originals are copied onto the front and back sides of the copy paper. If the number of originals is odd, the back side of the last copy page is blank.



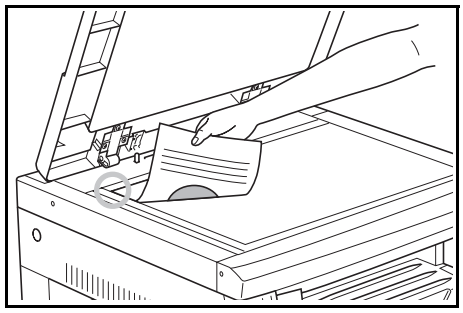
Note
In the 1-sided to 2-sided mode, select the following setting.

- Binding at left/right of originals → Binding at left of copies: The images for the back side are copied without rotation...**A**
- Binding at left/right of originals → Binding at top of copies: The images for the back side are rotated 180 degrees and copied. Finished copies can be bound at the top so that double-page spread pages are copied in the same orientation...**B**

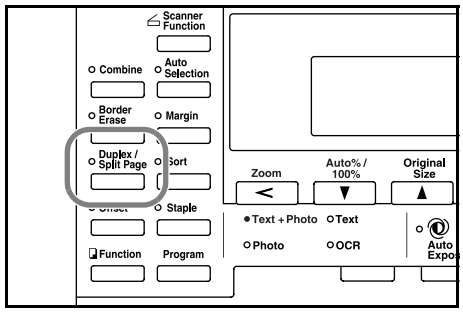


Mode	Description
`2 sided->2 sided` [`2-sided->2-sided`] (2-sided copying from 2-sided originals)	Front and back sides of originals are copied in the same way onto both sides of copy paper.  **Original** **Copy** **Note** The paper sizes that can be used are A3 to A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K, and 16KR.
`Book->2-sided` (2-sided copying from double-page spread originals)	A double-page spread original of magazines, books, etc. can be copied onto both sides of copy paper by pressing the **Start** key one time. **Original** **Copy** **Note** The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. The paper sizes are limited to 11 × 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications.The paper size can be changed and the zoom ratio adjusted to fit the size of the paper.

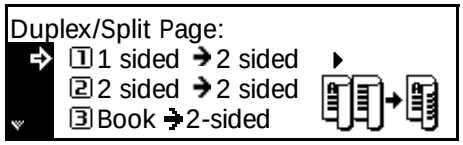
1 Set the original.



2 Press the **Duplex/Split Page** key.



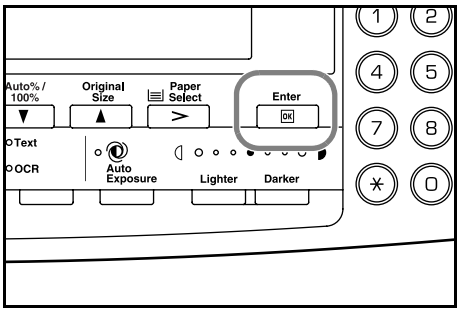
3 Press the ▲ key or the ▼ key to select the desired duplex copy mode from `1 sided->2 sided` [`1-sided->2-sided`], `2 sided->2 sided` [`2-sided->2-sided`], and `Book->2-sided`.



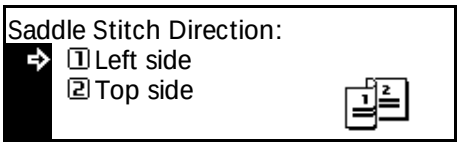
4 Press the **Enter** key.

If you have selected `1 sided->2 sided` [`1-sided->2-sided`], proceed to the next step.

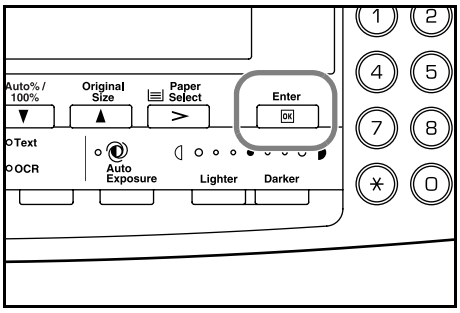
If you have selected `2 sided->2 sided` [`2-sided->2-sided`] or `Book->2-sided`, proceed to step 7.



5 Press the ▲ key or the ▼ key to select the desired finished stitch side.



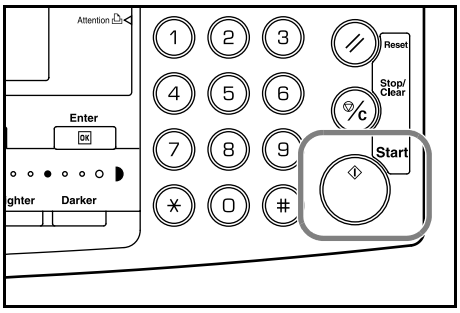
6 Press the **Enter** key.



7 Press the **Start** key. Scanning of the original starts.

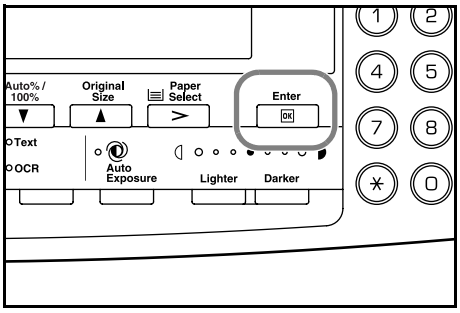
If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.



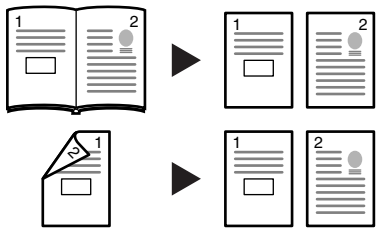
8 Replace the original and press the **Start** key. Scanning of the original starts.

9 If no original remains, press the **Enter** key. Copying starts.



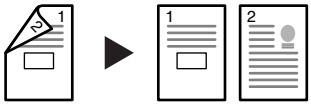
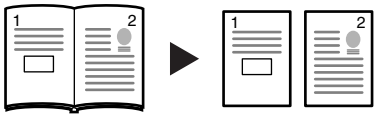
Split Copying

Each page of double-page spread or two-sided originals is copied separately.

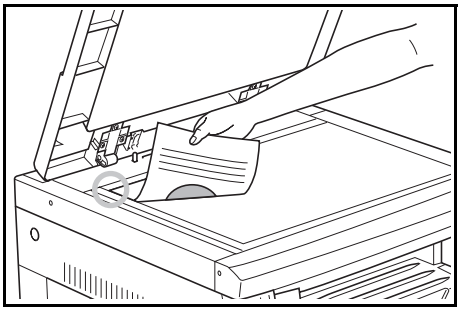


Original **Copy**

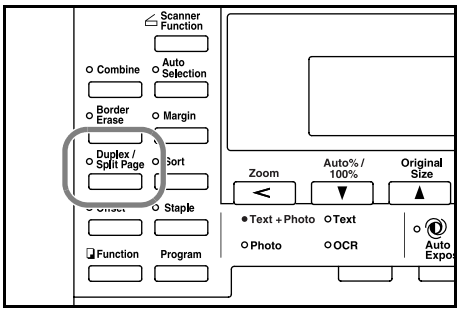
The following modes are available for split copying.

Mode	Description
`2 sided->1 sided` [`2-sided->1-sided`] (Split copying from double-page spread originals)	Each page of 2-sided originals is copied separately.  **Original** **Copy**
`Book->1-sided` (Split copying from 2-sided originals)	Each page of double-page spread originals of magazines, books, etc. is copied separately.  **Original** **Copy** **Note** The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger), 8 1/2 × 11" (Letter), and 8K. The paper sizes are limited to 11 × 8 1/2" and 16K in the inch specifications and A4, B5, and 16K in the metric specifications.The paper size can be changed and the zoom ratio adjusted to fit the size of the paper.

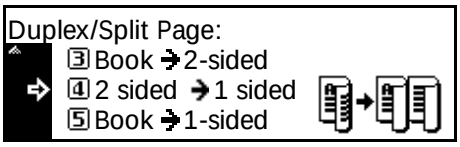
1 Set the original.



2 Press the **Duplex/Split Page** key.



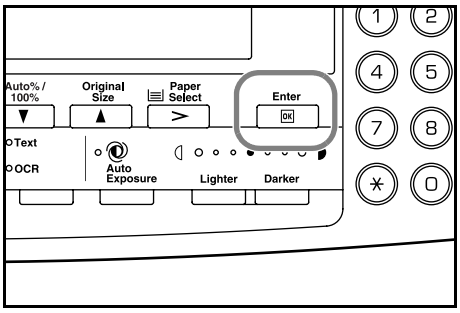
3 Press the ▲ key or the ▼ key to select the desired split copy mode from `2 sided->1 sided` [`2-sided->1-sided`] and `Book->1-sided`.



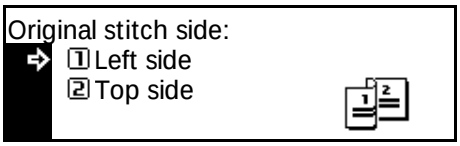
4 Press the **Enter** key.

If you have selected `2 sided->1 sided` [`2-sided->1-sided`], proceed to the next step.

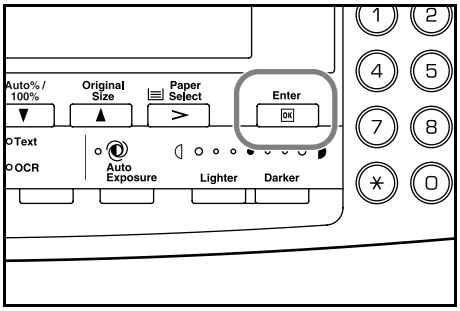
If you have selected `Book->1-sided`, proceed to step 7.



5 Press the ▲ key or the ▼key to select the original stitch side.



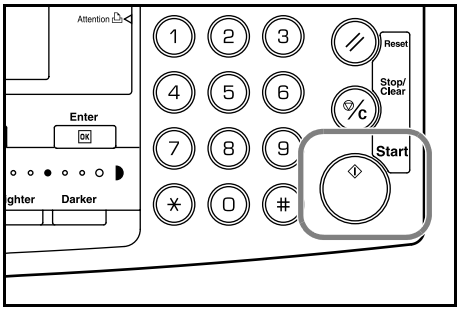
6 Press the **Enter** key.



7 Press the **Start** key. Scanning of the original starts.

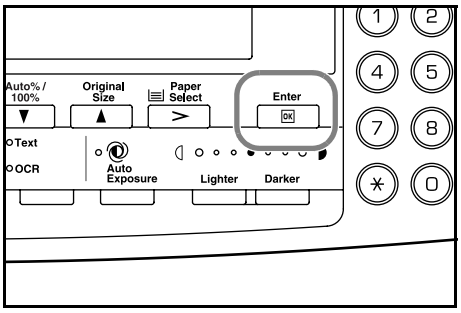
If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.



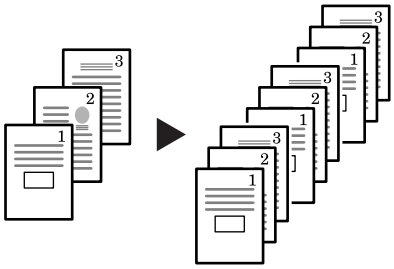
8 Replace the original and press the **Start** key. Scanning of the original starts.

9 If no original remains, press the **Enter** key. Copying starts.



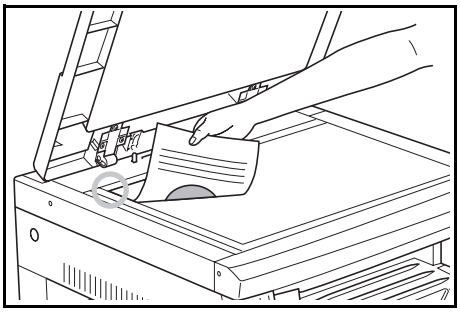
Sort Copying

Since copying in this mode is performed after multiple originals are scanned and memorized, a required number of collated copy sets can be produced.

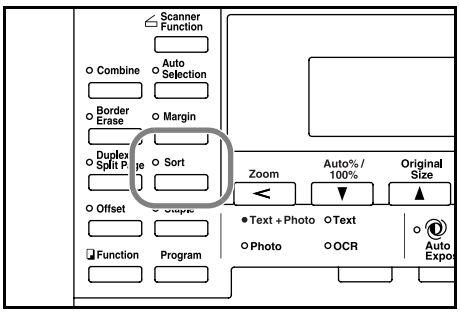


Note If the optional document processor is installed, you can select whether or not to turn on the sort mode at a default setting. (Refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Sort Copying***.)

1 Set the original.



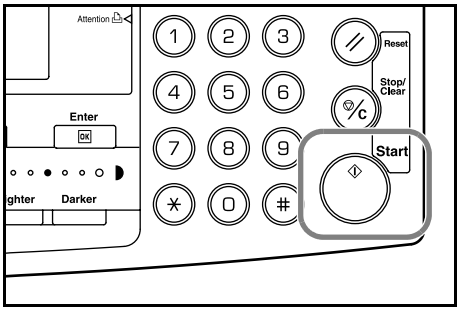
2 Press the **Sort** key.



3 Input the number of copies and press the **Start** key. Scanning of the original starts.

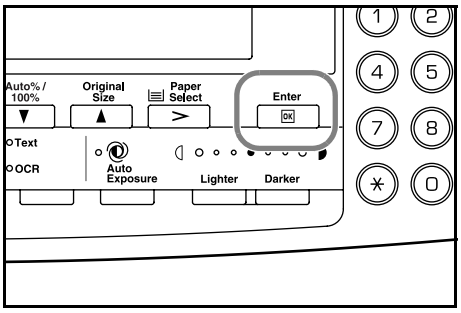
If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.



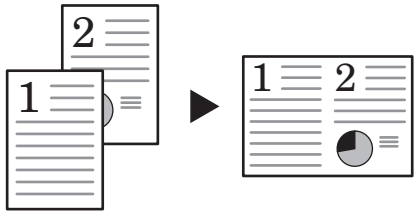
4 Replace the original and press the **Start** key. Scanning of the original starts.

5 If no original remains, press the **Enter** key. Copying starts.



Combine Copying

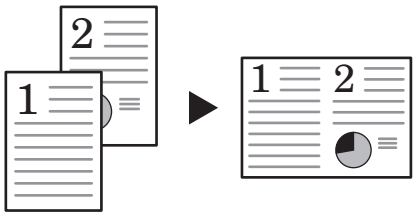
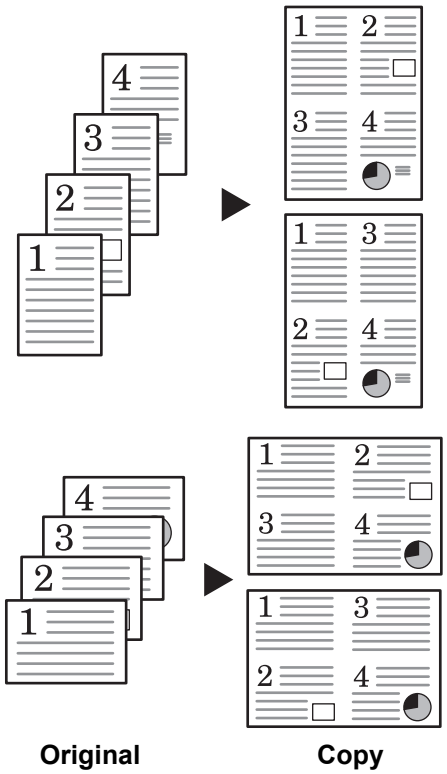
Two or four originals can be reduced and copied onto a single sheet. Also borderlines of each original can be marked with solid lines or dotted lines.



Original **Copy**

Note Both the original size and the copy paper size must be regular sizes.

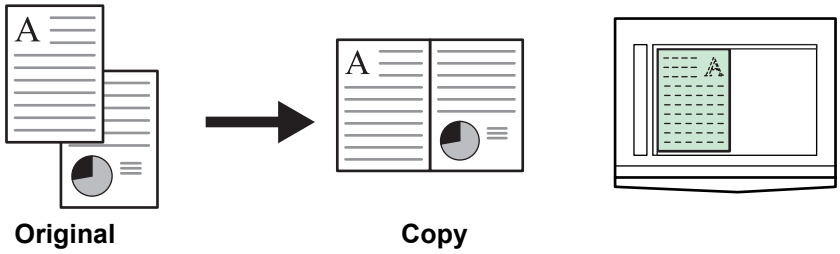
The following modes are available for combine copying.

Mode	Description
`2 in 1` [`2-UP`]	Use this mode to copy two originals onto one sheet. This mode can also be used in conjunction with the duplex copying in order to copy four originals onto both sides of one sheet.  **Original** **Copy**
`4 in 1` [`4-UP`] (horizontal arrangement) `4 in 1` [`4-UP`] (vertical arrangement)	Use this mode to copy four originals onto one sheet. This mode can also be used in conjunction with duplex copying in order to copy eight originals onto both sides of one sheet.  **Original** **Copy**

2 in 1

The orientations of the originals and the finished copy are shown below.

When the originals are set on the platen:



Original **Copy**

Original **Copy**

When the originals are set in the document processor:

Original **Copy**

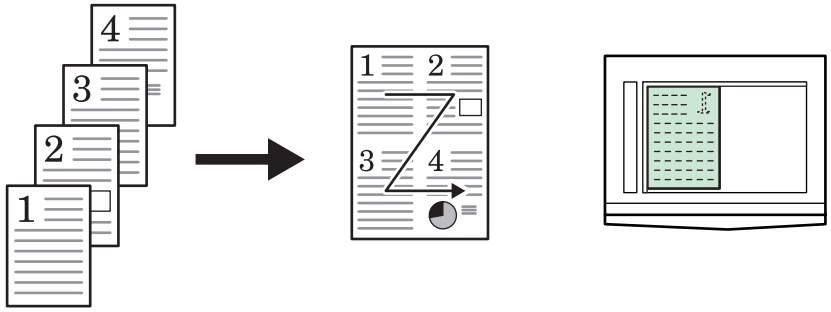
Original **Copy**

Note For the method of setting the 2 in 1 function, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Combine Copying***.

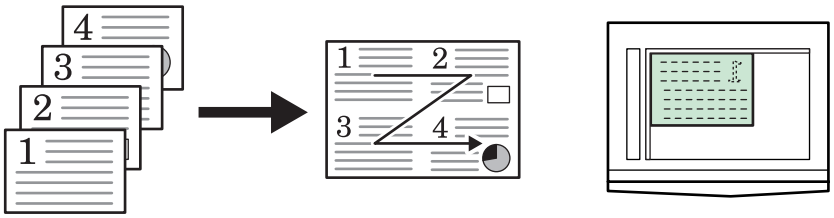
4 in 1 (horizontal arrangement)

The orientations of the originals and the finished copy are shown below.

When the originals are set on the platen:

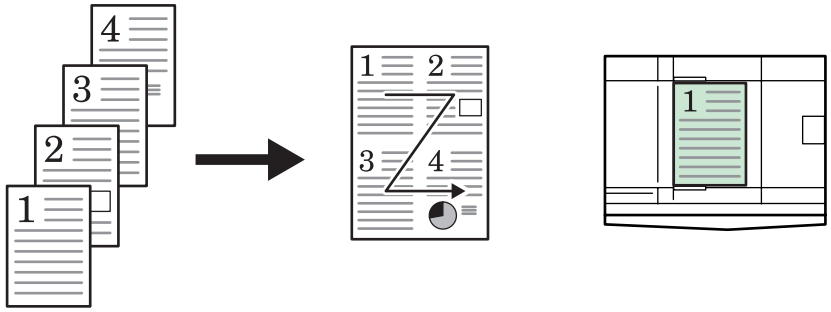


Original **Copy**

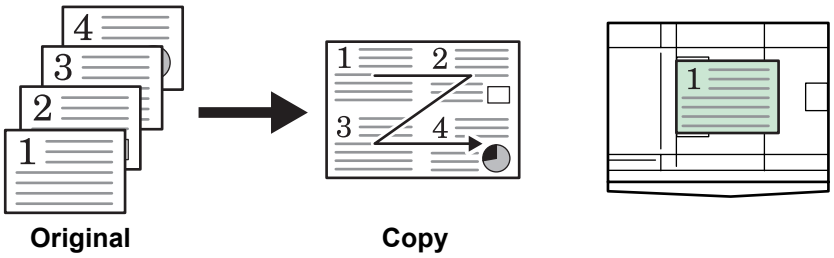


Original **Copy**

When the originals are set in the document processor:



Original **Copy**



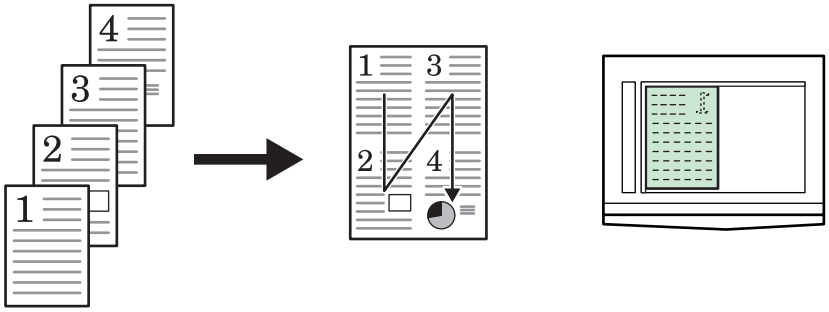
Original **Copy**

Note For the method of setting the 4 in 1 (horizontal arrangement) function, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Combine Copying***.

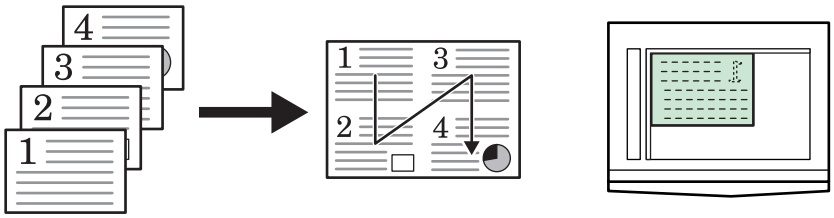
4 in 1 (vertical arrangement)

The orientations of the originals and the finished copy are shown below.

When the originals are set on the platen:

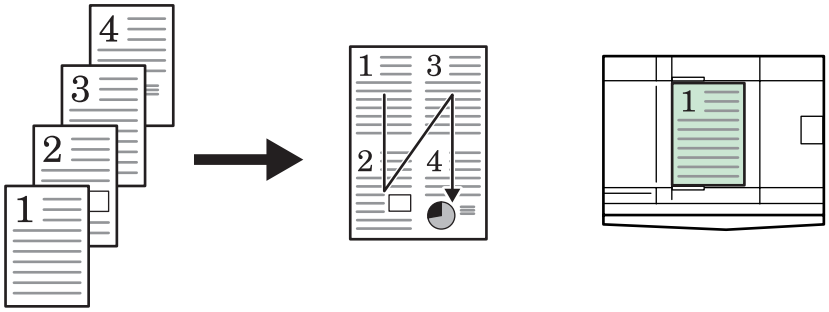


Original **Copy**

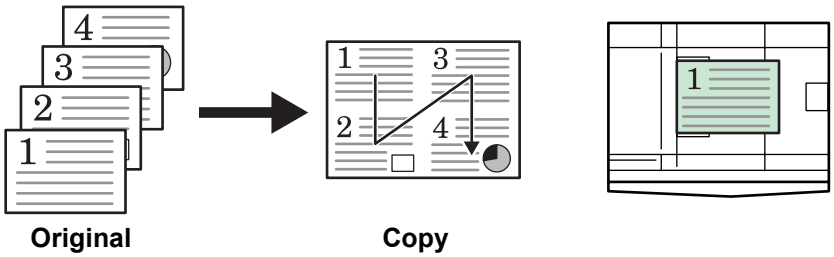


Original **Copy**

When the originals are set in the document processor:



Original **Copy**

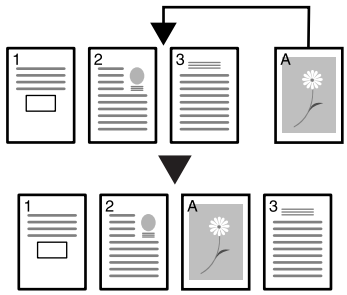


Original **Copy**

Note For the method of setting the 4 in 1 (vertical arrangement) function, refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Combine Copying***.

Interrupt Mode

The interrupt mode can be used to stop output of copying or another job temporarily and to output urgent copy or print data or received fax data. After the interrupt processing is complete, the interrupted job can be resumed.

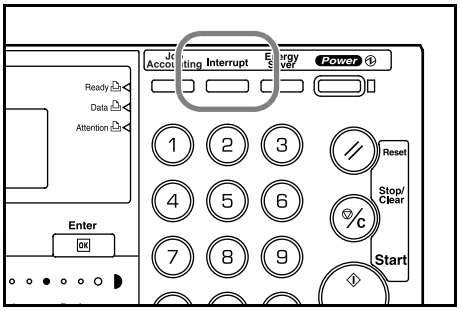


The following modes are available for the interrupt function.

Mode	Description
Interrupt copy	• This mode can be used to stop copying and to make a copy of a different original at different settings. After the interrupt copy has been produced, the interrupted copying can be resumed at the same settings in effect prior to the interruption. • This mode can also be used to stop output of a job and to make a copy of another job. After the interrupt copy has been produced, the interrupted job is resumed.
Priority output	This mode can be used to interrupt output of a job and to output print data or received fax data with priority. After priority output is complete, the interrupted job is resumed. **Note** To use the fax functions, the optional fax kit must be installed.

During a Copy Job

1 Press the **Interrupt** key. `Interrupt mode OK` [`Interrupt mode`] is displayed.



2 Store the originals for the current copying.

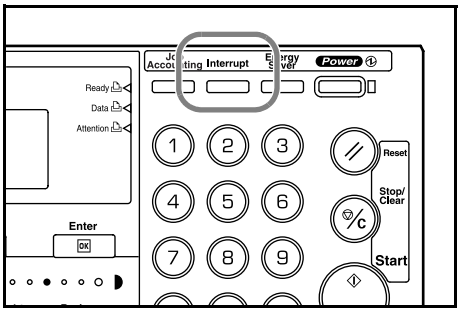
3 Set the original for interrupt copying and perform copying.

4 After the interrupt copying is complete, press the **Interrupt** key. The settings for the interrupted job are restored.

5 Replace the original with the originals that have been stored. Press the **Start** key to resume copying.

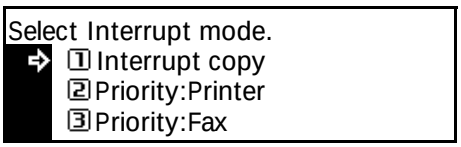
During Output

1 Press the **Interrupt** key during output. `Select Interrupt mode` is displayed.



Note If the machine has neither print data nor received fax data, `Interrupt mode OK` [`Interrupt mode`] is displayed. Proceed to step 4.

2 Press the ▲ key or the ▼ key to select the desired interrupt mode.

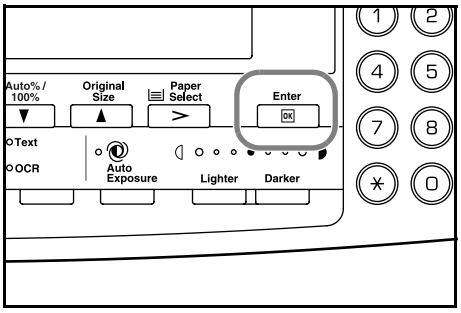


Notes
- `Priority:Printer` is displayed when the machine has print data.
- `Priority:Fax` is displayed when the machine has received fax data.

3 Press the **Enter** key.

If you have selected `Interrupt copy`, `Interrupt mode OK` [`Interrupt mode`] is displayed. Proceed to the next step.

If you have selected `Priority:Printer` or `Priority:Fax`, output of data starts. Proceed to step 5.

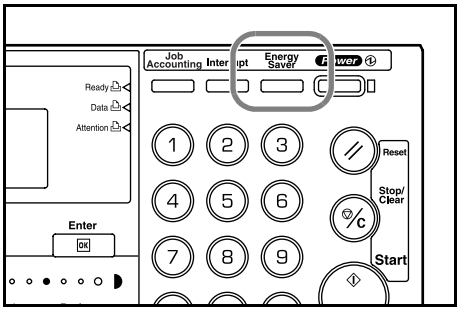


4 Set the original for interrupt copying and perform copying.

5 After the interrupt job is complete, press the **Interrupt** key. The interrupted job resumes.

Low Power Mode

Pressing the **Energy Saver** key puts the machine into a resting state (low power mode) even when the main power switch is on. Only the **Energy Saver** indicator, **Power** indicator, and main power indicator will light up and the other indicators will go out on the operation panel.



Press the **Energy Saver** key again to resume copying operations. The recovery time before copies can be made is 10 seconds.

Note If the machine detects print data or received fax data in the low power mode, the machine will automatically recover and output of data will start.

This machine is equipped with the auto low power function that automatically puts this machine into the lower power mode if no operation has been performed on the machine for a preset period of time. The factory default setting time is 9 minutes.

Time that can be set:

Inch Specification — 1 to 240 minutes (in 1 minute increments)

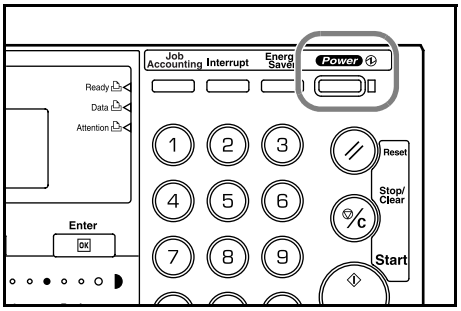
Metric Specification — 1 to 120 minutes (in 1 minute increments)

Note To change the time that elapses until the auto low power function is activated, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Auto Low Power Time***.

Sleep Mode

Pressing the **Power** key puts the machine into a resting state (sleep mode) even when the main power switch is on. Only the main power indicator lights up and all other indicators are turned off on the operation panel. Consumed power in this mode is still less than in the low power mode.

Press the **Power** key again to resume copying operations. The recovery time before copies can be made is 20 seconds.



Note If the machine detects print data or received fax data in the sleep mode, the machine will automatically recover and output of data will start.

This machine is equipped with the auto sleep function that automatically puts this machine into the sleep mode if no operation has been performed on the machine for a preset period of time. The factory default setting time is 19 minutes.

Time that can be set:

Inch Specification — 1 to 240 minutes (in 1 minute increments)

Metric Specification — 1 to 120 minutes (in 1 minute increments)

Copiers and printers are generally in a standby mode more than they are in actual operation, so power consumption in the standby mode occupies a large part of overall consumption. Automatically putting the machine in a resting state reduces unnecessary power consumption in the standby mode, resulting in a lower electricity bill.

Note To change the time that elapses until the auto sleep function is activated, refer to ***Chapter 3*** in ***Advanced Operation Guide***, ***Auto Sleep Time***.

Basic Printing Procedure

Make sure that the machine's printer or network cable and the power cord are properly connected before using this machine as a printer.

Installing the Printer Driver

For information on how to install the printer driver software, refer to the ***KX Printer Driver Operation Guide***.

Printing from Application Software

The steps required to print a document created with an application are explained below. Here, you will execute printing from Microsoft Word as an example.

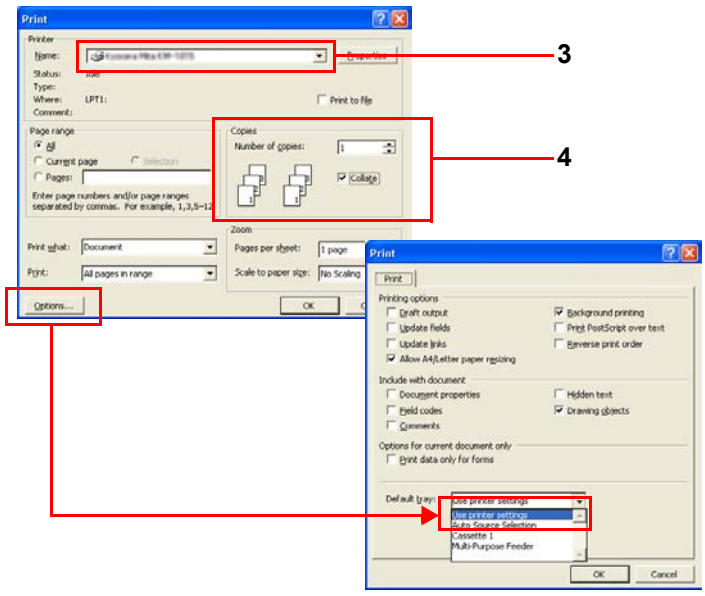
1 Load paper to be used into the cassette of the machine.

2 From the application's **File** menu, select **Print**. The **Print** dialog box is displayed.

3 From the drop-down list of **Name**, select the printer to use.

4 Input the number of copies to print in the **Number of copies** combo box. Up to 999 copies can be specified.

For Microsoft Word, we recommend that you click the **Options** button and specify **Use printer settings** from the **Default tray** drop-down list.



5 To start printing, click the **OK** button.

Note For details on the printer driver software, refer to the ***KX Printer Driver Operation Guide***.

4 Optional Equipment

The following options are available for this machine.

- Document Processor
- Paper Feeder
- Duplex Unit
- Finisher
- Job Separator
- Key Counter
- Fax Kit
- Network Scanner Kit
- Memory Card (CompactFlash)
- Hard Disk
- Additional Memory

Document Processor

This equipment automatically feeds and scans multiple-sheet originals one by one. Two-sided originals are automatically turned over so that both sides can be scanned.

Acceptable Originals

- Sheet originals only
- Paper weight
  One-sided originals: 45 g/m² to 160 g/m²
  Two-sided originals: 50 g/m² to 120 g/m²
- Sizes: A3 to A5R, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement)
- Number of originals: 50 sheets (50 g/m² to 80 g/m²)
  (30 sheets for auto selection mode)

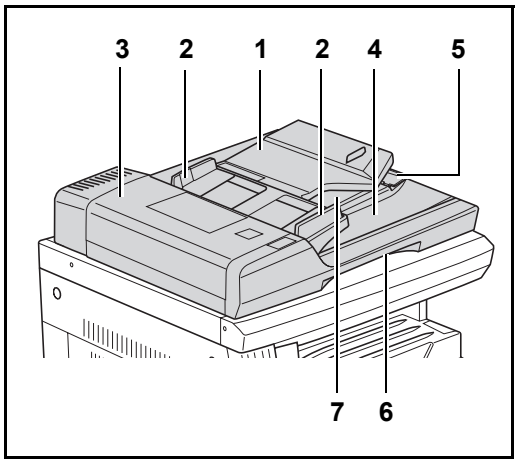
Notes on Use

Be sure not to use the following as originals in the document processor. In addition, originals with punched holes or perforations should be set so that the edge of the paper with the holes or perforations is facing away from the direction of insertion into the document processor.

- Transparencies
- Carbon paper, crumpled originals or originals with strong folds, and soft originals such as vinyl
- Originals which are not rectangular, wet originals, and originals with adhesive tape or glue
- Originals with clips or staples (To use such originals, remove the clips or staples and straighten any crumples or folds before using them.)
- Clippings or originals with very slippery surfaces
- Originals with wet correction fluid
- Originals with folds (If you must use such originals, smooth out the folded portions before setting them in the document processor.)
- Curled originals (If you must use such originals, smooth out the curled portions before setting them in the document processor.)

Important! When moving this machine, be sure to close the document processor.

Names of Parts



1 **Original table —** Set originals to be copied on this table.

2 **Original insert guides —** Adjust these guides to the width of the originals to be copied.

3 **Left cover —** Open this cover if an original jam occurs.

4 **Original eject table —** Originals that have been copied are ejected and stored here.

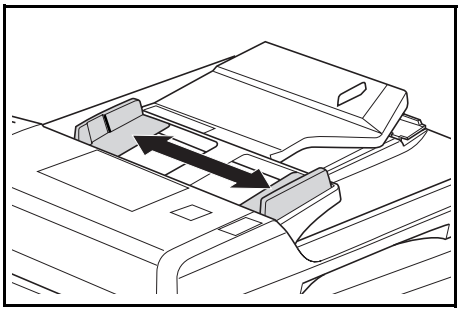
5 **Ejection extension —** Open this extension when using large originals such as A3, B4, 11 × 17" (Ledger), and 8 1/2 × 14" (Legal).

6 **Document processor release grip —** Hold this grip to open or close the document processor.

7 **Ejection tray —** In the case of two-sided originals, the originals will be temporarily ejected here.

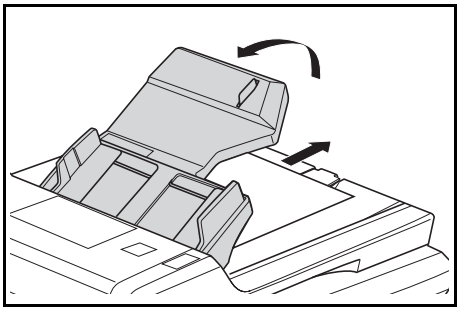
Setting Originals in the Document Processor

1 Adjust the original insert guides to the width of original to be copied.

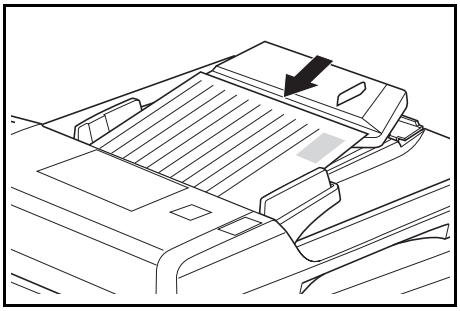


Notes

- Before setting originals, make sure that there are no originals remaining on the original eject table. Originals left on the eject table may cause other originals to jam.
- When setting multiple originals at one time, be sure to use originals of the same size. It is, possible, however to use different size originals of the same width (for example, 11 × 17" (Ledger) and 11 × 8 1/2" or A4 and A3 at the same time in the auto selection mode. (Refer to ***Chapter 1*** in ***Advanced Operation Guide***, ***Auto Selection Mode***.)

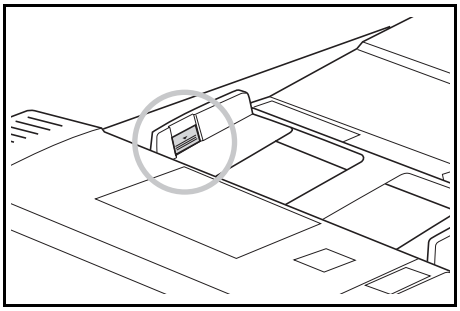


2 Arrange the originals in order and set them face up (front side up for 2-sided originals) on the original table.

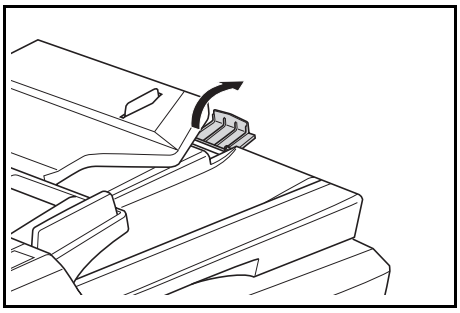


Important!

- Be sure to set only a number of originals that does not exceed the level indicator located inside the rear original insert guide. If you set originals exceeding the specified number, the originals may jam. (For the number of originals that can be set, see page ***4-1***.)

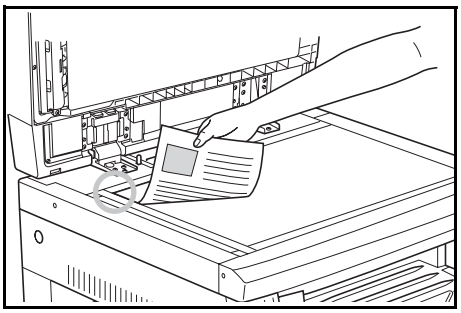


- To keep ejected originals from falling off the machine, open the ejection extension when using large originals such as A3, B4, 11 × 17" (Ledger), and 8 1/2 × 14" (Legal).
- When copying from 2-sided originals, the originals are temporarily ejected onto the ejection tray in order to turn them over. Do not touch them at this point. Any attempt to remove them may cause the originals to jam.



Setting Originals on the Platen

When copying from an original which cannot be set in the document processor, open the document processor and set the original directly on the platen.



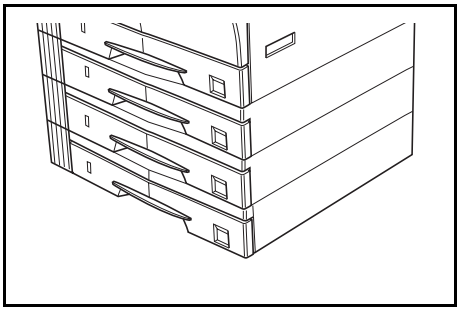
Notes

- Before opening the document processor, make sure that there are no originals remaining on the original table or on the original eject table. If there are originals left in either place, they may fall off the machine when the document processor is opened.
- When double-page spread originals such as books are copied, shadows may appear along the edges and at the middle of copies.
- Do not put undue pressure on the platen when closing the document processor. The platen glass may be broken.

Caution

Do not leave the document processor open as there is a danger of personal injury.

Paper Feeder



In addition to the cassette(s) provided with the main body, a paper feeder (with cassettes that can hold 300 sheets each) can be used.

- The number of sheets that can be accommodated: 300 sheets (standard paper, 64 to 105 g/m²).
- Paper sizes that can be set are: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, and 16K

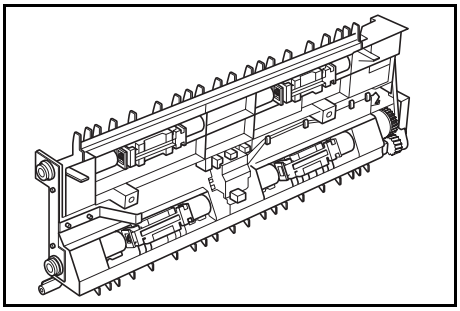
Copy paper can be set in the same way as the standard cassette provided with the main body. (See page ***2-1***.)

The left covers are provided to allow paper to be removed when a paper jam occurs.

Important! When lifting and transporting this machine, be sure to detach the paper feeder in advance.

Note Up to three cassettes can be added for the 16 ppm model, and up to two cassettes can be added for the 20 ppm model and the 25 ppm model.

Duplex Unit



Two-sided copies can be made if the duplex unit is installed. Two-sided copies of sizes from A3 to A5R, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement), 8K, 16K, (64 to 80 g/m²) can be made.

Finisher

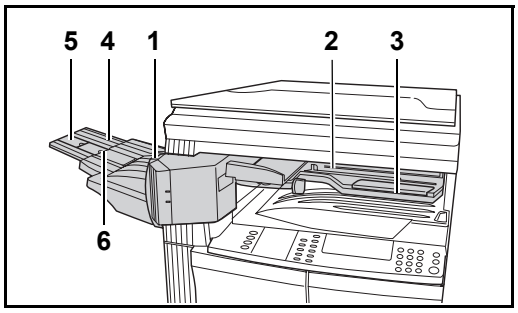
The finisher stores a large quantity of copies and can sort multiple copy sets by shifting the position of ejection for each one. It can also staple collated copy sets.

The number of sheets that can be stored in the finisher and the specifications of stapling are shown below.

Tray capacity and paper sizes		
	Non-stapling	500 sheets (A4, 11 × 8 1/2", B5) 250 sheets (A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II))
	Stapling (80 g/m² or less)	For stapling of 2 to 4 sheets: 130 sheets For stapling of 5 sheets or more: 250 sheets
Stapling capacity		30 sheets (A4, 11 × 8 1/2", B5) 20 sheets (A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II))

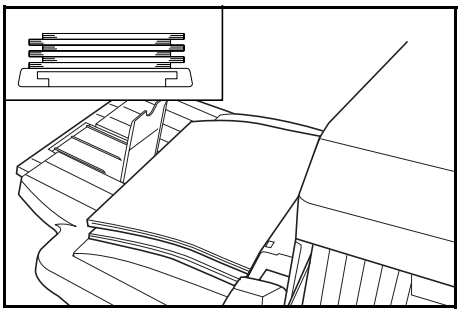
Names of Parts

1 Finisher tray
2 Process tray
3 Process tray extension
4 Finisher tray extension
5 Paper output guide 1
6 Paper output guide 2

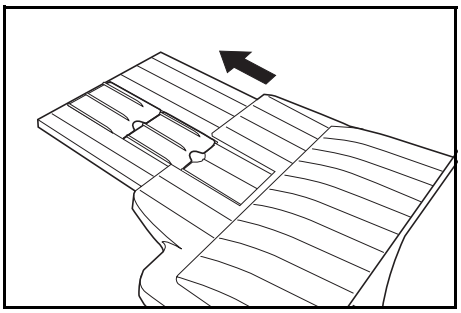


Notes

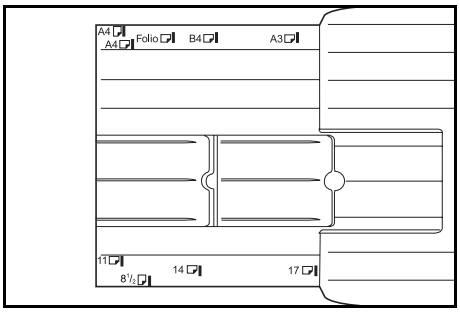
- Sorted copies are output onto the finisher tray.



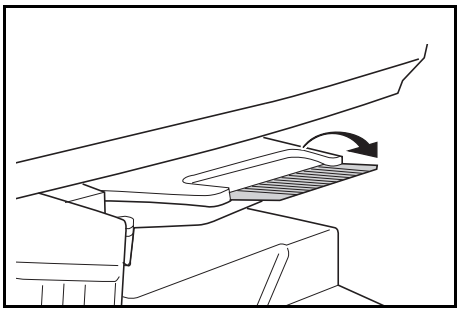
- According to the paper size, adjust the finisher tray extension.



- The paper sizes are marked on the finisher tray extension. Open paper output guide 1 or 2 according to the paper size.

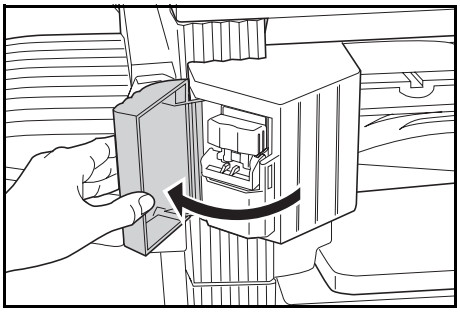


- When stapling large paper such as A3, B4, 11 × 17" (Ledger), and 8 1/2 × 14" (Legal), open the process tray extension to prevent the paper from dropping.

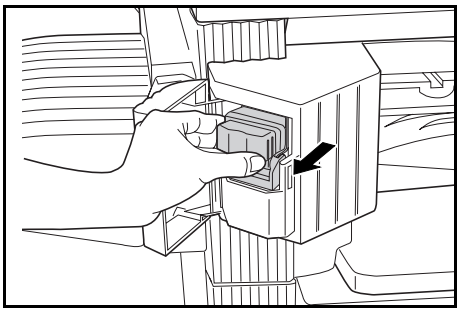


Adding Staples

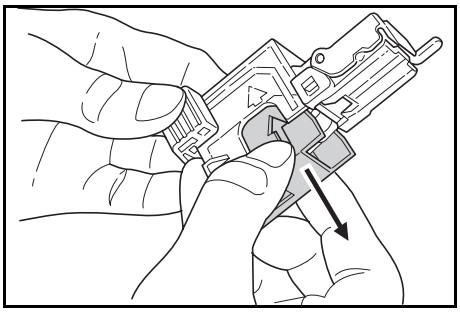
1 Open the stapler front cover toward your side.



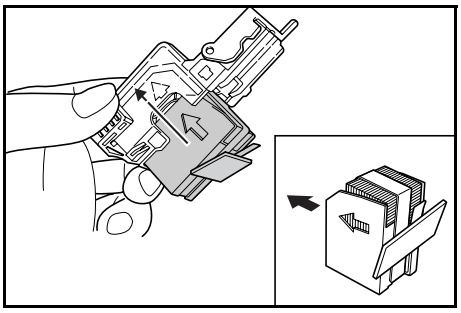
2 Pull out the staple holder.



3 Remove the empty staple cartridge from the staple holder.

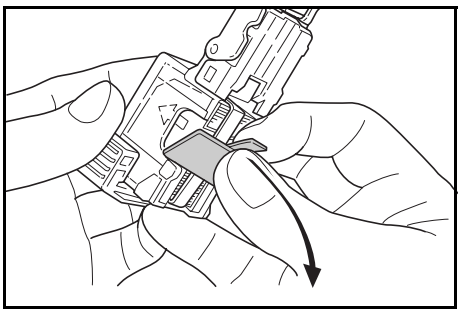


4 While holding the staple holder with one hand and the new staple cartridge with the other hand, insert the cartridge into the holder with care about the direction.

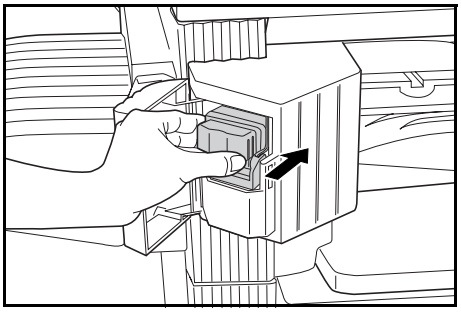


Note The arrow on the staple cartridge indicates the insertion direction.

5 Push the staple cartridge all the way into the holder and remove the paper tape around the staple cartridge by pulling it.



6 Insert the staple holder into the insertion slot as it was. Insert it completely until it clicks.

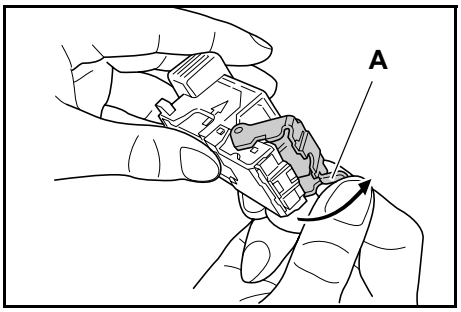


7 Close the stapler front cover.

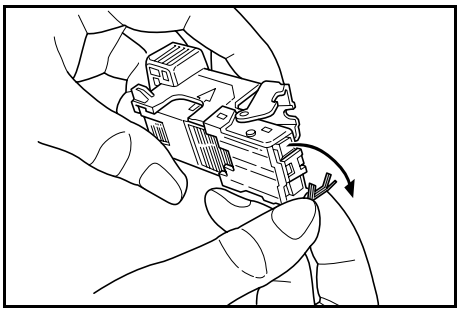
Clearing Staple Jam

1 Remove the staple holder in the same way as described in ***Adding Staples***.

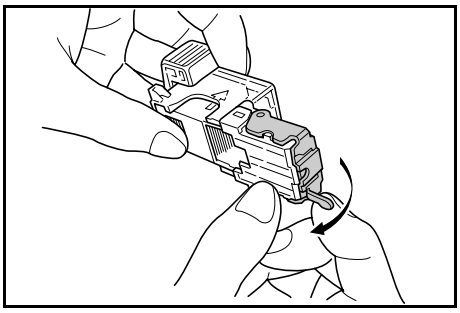
Hold knob **A** of the face plate of the staple holder with your fingers and raise the plate.



2 Remove the staple jammed at the end (side on which staples are set).



3 Lower the face plate of the staple holder to its original position.



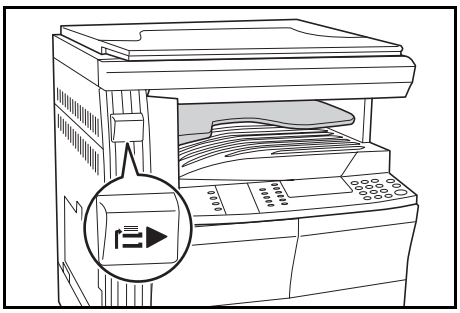
4 Insert the staple holder into the insertion slot as it was. Insert it completely until it clicks.

5 Close the stapler front cover.

Job Separator

This unit is used to separate paper output destinations for easy classification. Copies are output to the output tray, and printer output is ejected onto the job separator tray. Also the output destinations can be specified.

On the front side of the machine, a paper indicator is provided for showing that there is paper on the job separator tray.

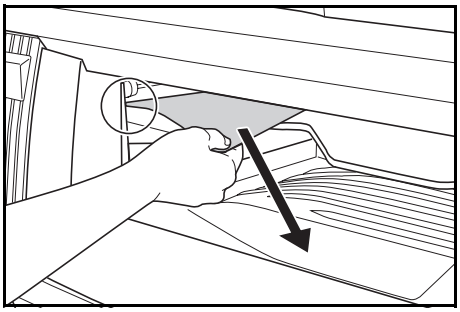


Important!

- Note that a paper jam may occur at the output section due to paper curling depending on the paper type.
- If finished papers come out curled or are stacked unevenly, turn the paper in the cassette over and set it again.

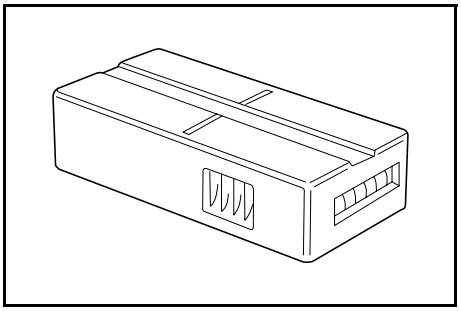
Notes

- To output paper onto the job separator, change the setting in the machine default settings (copier) or the paper settings (printer). (For details, refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***Output Destination*** or ***Chapter 3*** in ***Advanced Operation Guide***, ***Copy Output Destination***.)
- When removing paper from the job separator tray, pull it at an angle so that any corner of the paper is not hit.



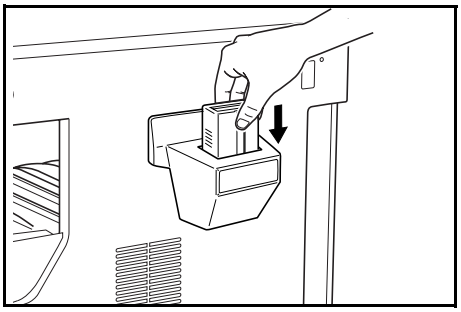
Key Counter

The key counter is used to confirm the amount of usage of the copier functions. It is useful in managing copier usage for each department, section, etc. as well as in the company overall.



Setting the Key Counter

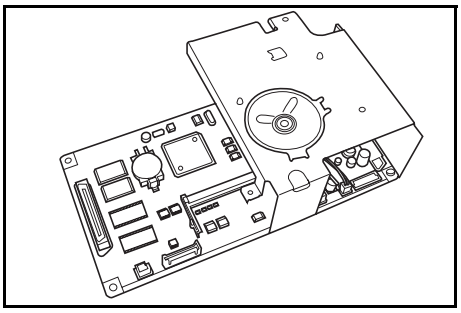
Set the key counter securely in the key counter slot.



Note In the case where the key counter is used, no one will be able to make copies until it is installed in the machine. `Insert key counter` will be displayed when the key counter has not been securely inserted.

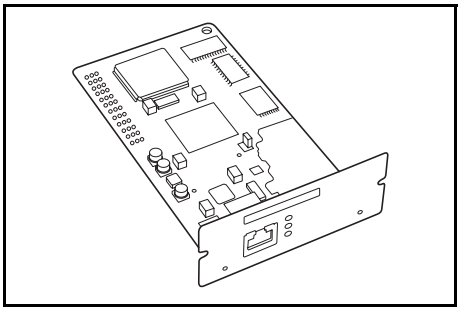
Fax Kit

If the fax kit is installed in this machine, you can use this machine as a facsimile machine. Also if the optional network scanner kit is used together, this machine can be used as a network fax with which data can be transmitted and received through a computer. For details, refer to the ***Operation Guide*** for the fax kit.



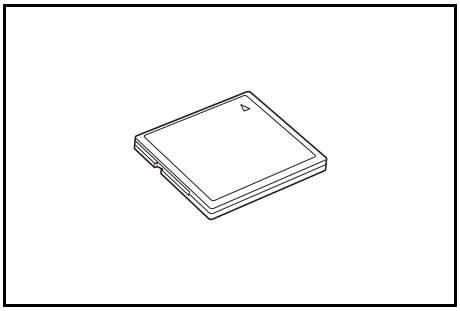
Network Scanner Kit

If the network scanner kit is installed in this machine, you can use this machine as a network scanner. For details, refer to the ***Operation Guide*** for the network scanner kit.



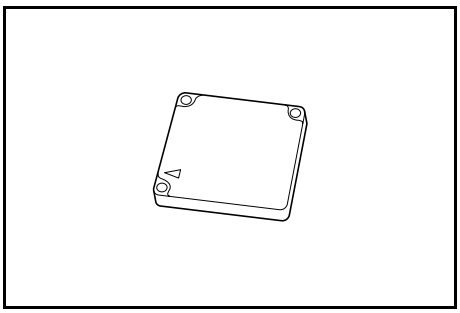
Memory Card (CompactFlash)

The memory card is a microchip card to which optional fonts, macros, and forms can be written. Insert the memory card into the memory card slot located on the right side of the machine.



Hard Disk

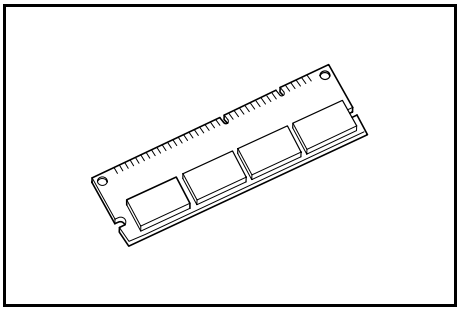
The hard disk is used for storage of print data of printer. To use all the e-MPS functions, the hard disk must be installed. (For details on the e-MPS functions, refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***e-MPS Function***.)



Note Capacity: 512 MB, 1 GB, 2 GB, 4 GB

Additional Memory

A memory can be added for the copier functions and the printer functions respectively. Adding a memory will increase the maximum number of originals that can be scanned at one time. Also complicated data can be printed. An additional memory of 64 MB or 128 MB is effective for originals containing photos with a low compression ratio.



Notes

- Available memory
  For copier: 16 MB, 32 MB, 64 MB, 128 MB
  For printer: 32 MB, 64 MB, 128 MB, 256 MB
- Number of originals that can be scanned (A4 originals with of 6 % coverage, **Text + Photo** mode)

16 MB	32 MB	64 MB	128 MB
289 sheets (179 sheets)	392 sheets (282 sheets)	597 sheets (487 sheets)	1006 sheets (896 sheets)

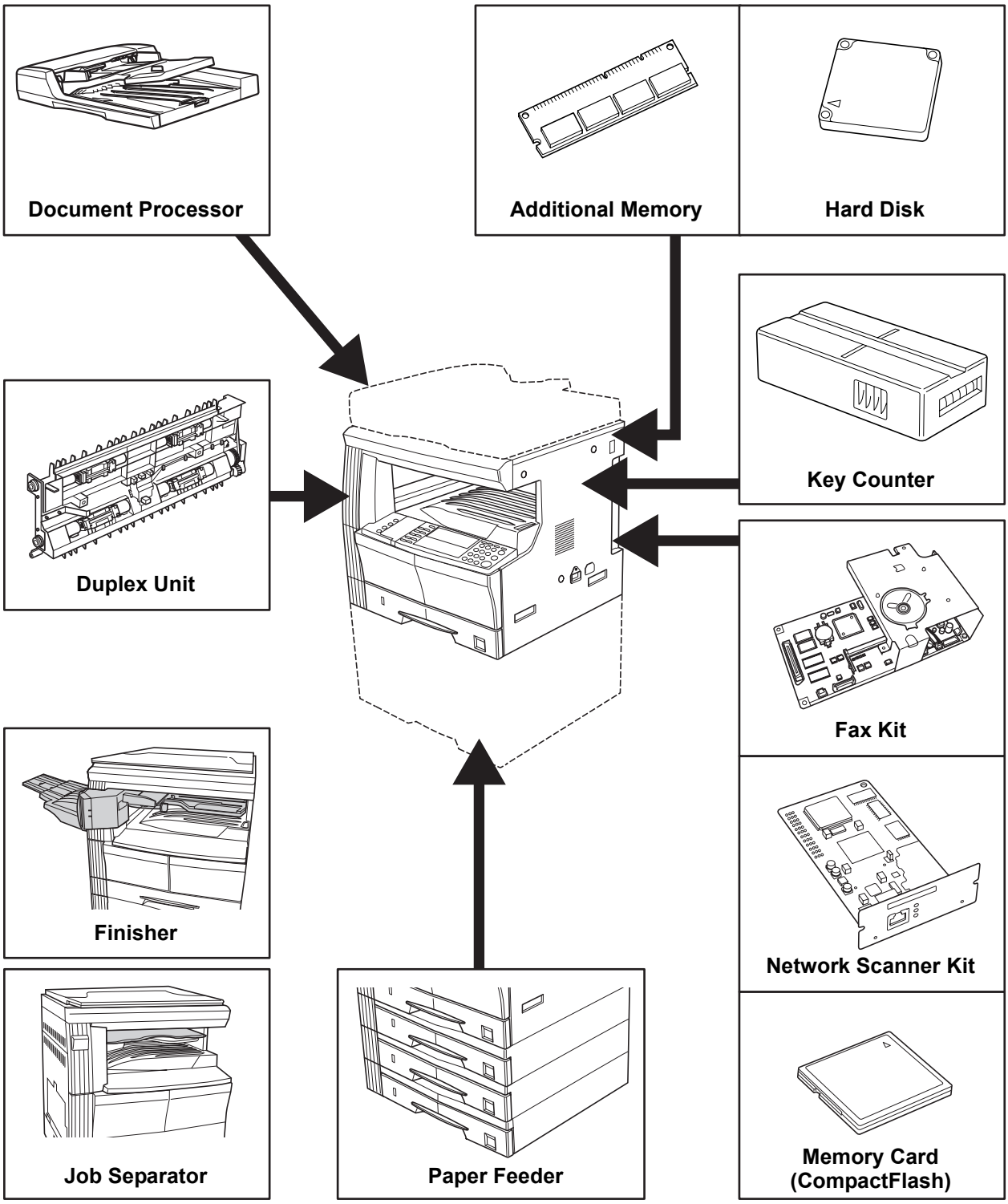
The values within ( ) are those for the machine with the optional network scanner kit installed.

Optional Equipment

The locations for attaching options are shown below.

Available Options

The following options are available for this machine.



Document Processor

This equipment automatically feeds and scans multiple-sheet originals one by one. Up to 50 originals can be set at one time. Two-sided originals are automatically turned over so that both sides can be scanned.

Paper Feeder

Cassettes the same as the cassette provided with the main body (300-sheet cassette) can be added below the cassette of the main body. The method of loading paper is the same as for the cassette in the main body.

Duplex Unit

Two-sided copies can be made when the duplex unit is installed.

Finisher

The finisher stores a large quantity of copies and can sort multiple copy sets by shifting the position of ejection for each one. It can also staple collated copy sets.

Job Separator

This unit is used to separate paper output destinations for easy classification. Also the output destinations can be specified.

Key Counter

The key counter is used to confirm the amount of usage of the copier functions. It is useful in managing copier usage for each department, section, etc. as well as in the company overall.

Fax Kit

If the fax kit is installed in this machine, you can use this machine as a facsimile machine. Also if the optional network scanner kit is used together, this machine can be used as a network fax with which data can be transmitted and received through a computer.

Network Scanner Kit

If the network scanner kit is installed in this machine, you can use this machine as a network scanner.

Memory Card (CompactFlash)

The memory card is a microchip card to which optional fonts, macros, and forms can be written.

Hard Disk

The hard disk is used for storage of print data of printer. To use all the e-MPS functions, the hard disk must be installed.

Additional Memory

Adding a memory will increase the maximum number of originals that can be scanned at one time. Also complicated data can be printed.

5 Maintenance

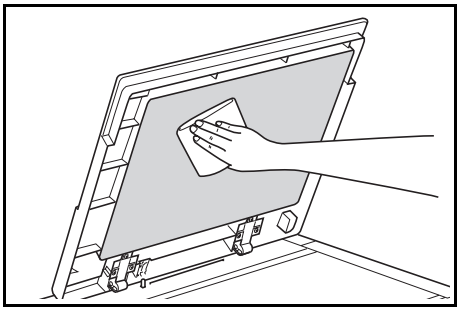
Cleaning the Machine

Caution

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

Cleaning the Original Cover

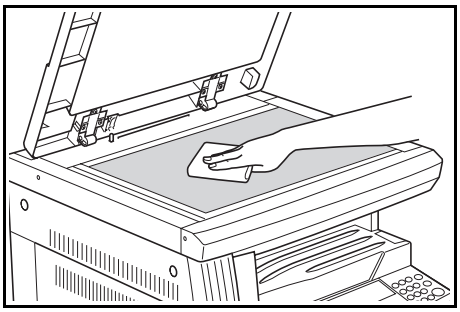
Open the original cover and wipe the back side of the cover with a soft cloth dampened with alcohol or mild neutral detergent.



Important! Never use thinner or other organic solvents.

Cleaning the Platen

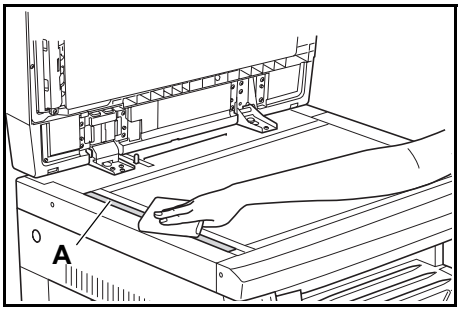
Open the original cover and wipe the platen with a soft cloth dampened with alcohol or mild neutral detergent.



Important! Never use thinner or other organic solvents.

Cleaning the Slit Glass

If copies appear soiled, such as black lines appearing on the copy image while using the optional document processor, the slit glass **A** is dirty. Wipe the slit glass with a dry soft cloth.

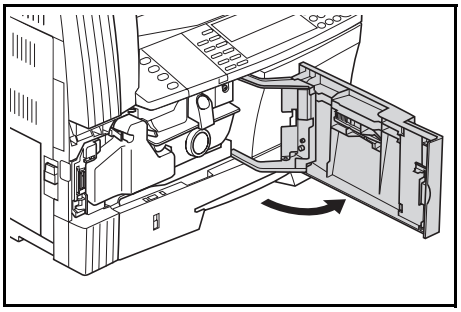


Important! Never use water, thinner, organic solvents or alcohol.

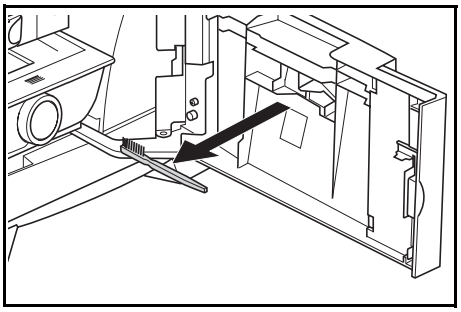
Note For cleaning the inside of the main body, see ***Replacing the Toner Container and the Waste Toner Box*** on page ***5-5***.

Cleaning the Separation Needle

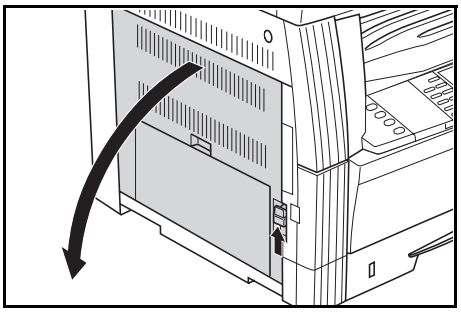
1 Open the front cover.



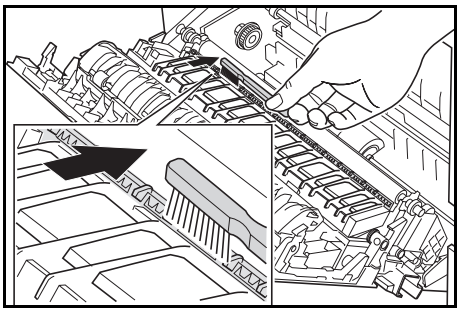
2 Remove the cleaning brush.



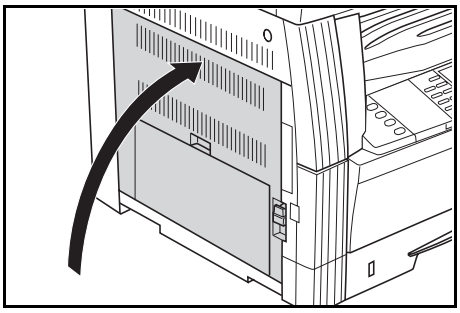
3 Pull the left cover handle up to open the cover.



4 Move the brush from the left side to the right side along the separation needle as shown in the illustration to remove any dirt or dust.

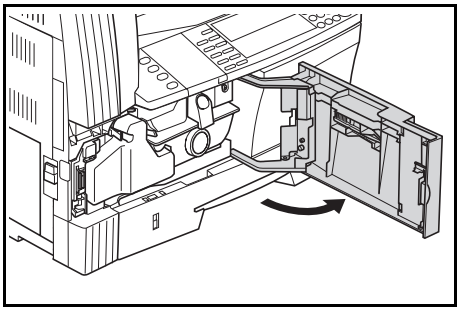


5 Close the left cover.

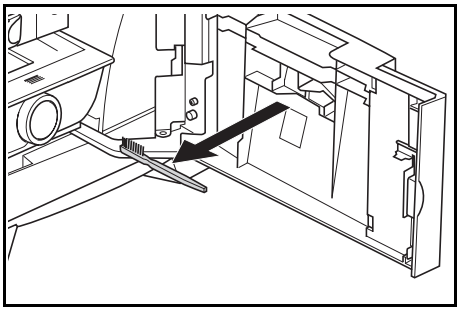


Cleaning the Transfer Roller

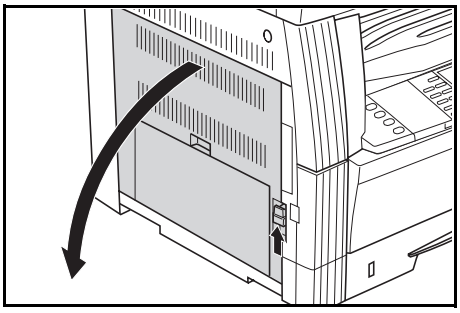
1 Open the front cover.



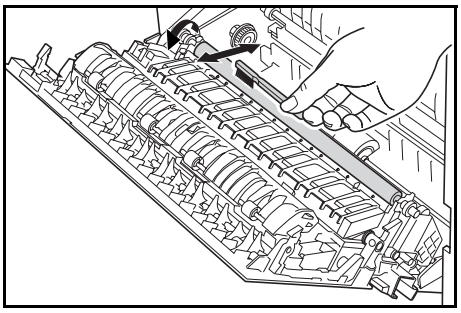
2 Remove the cleaning brush.



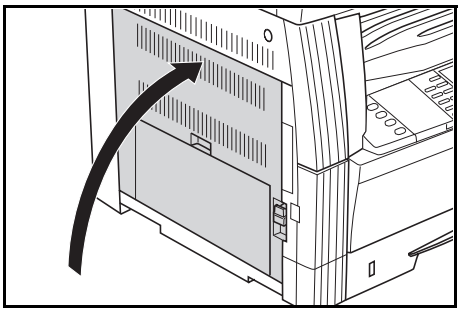
3 Pull the left cover handle up to open the cover.



4 While turning the left transfer roller gear to turn the roller as shown in the illustration, move the brush from the left side to the right side along the roller to remove any dirt or dust.



5 Close the left cover.



Replacing the Toner Container and the Waste Toner Box

When message `Unable to copy. Please Add Toner` [`Cannot copy. Add toner, resume copying.`] is displayed on the message display and the machine stops, add toner. Replace the toner container together with the waste toner box.

Notes Add toner only when `Add Toner` is displayed on the message display.

Whenever the toner container is changed, be sure to carry out the procedure described from step 7 on page ***5-7*** through step 11 on page ***5-8***. If any section is left dirty, the performance of this product cannot be maintained.

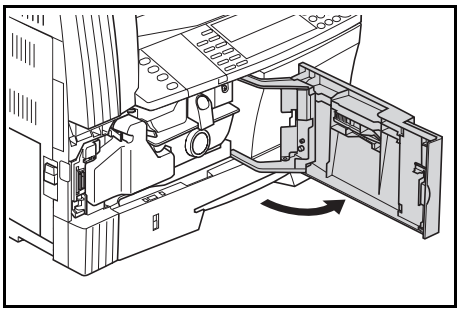
Caution

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

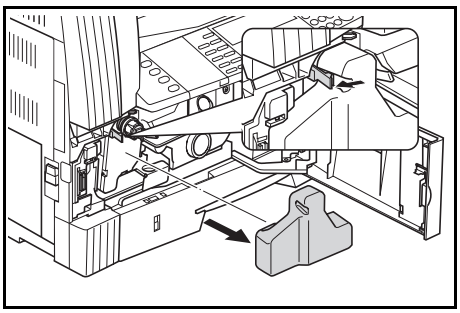
Caution

Do not attempt to force open or destroy the toner container or the waste toner box.

1 Open the front cover.



2 While pushing the waste toner box holder to the left, remove the waste toner box.

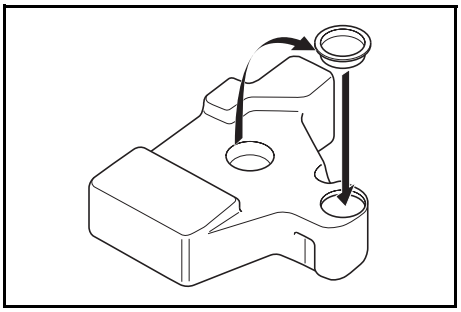


Important! Do not invert the old waste toner box.

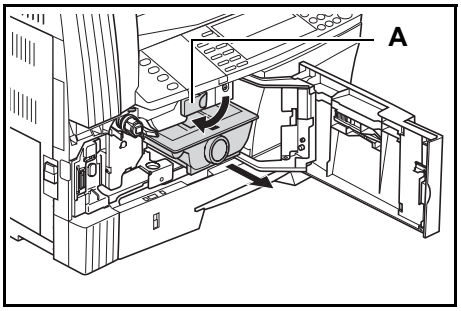
Warning

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

3 Use the cap attached to the center of the old waste toner box to cover the opening.



4 Turn the toner container release lever **A** to the left to pull out the toner container.



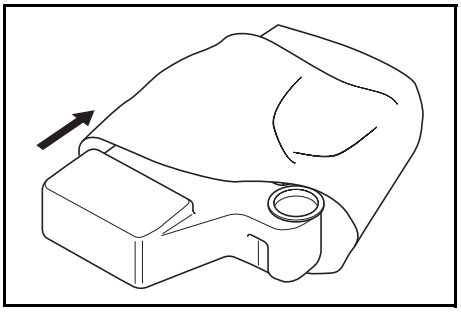
Caution

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

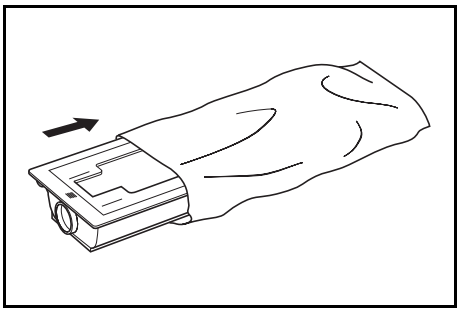
Caution

Do not attempt to force open or destroy the toner container or the waste toner box.

5 Place the old waste toner box in the plastic bag provided for disposal.

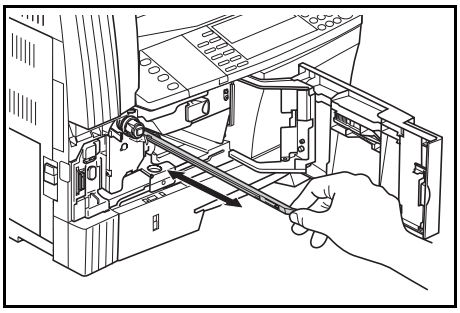


6 Place the old toner container in the plastic bag provided for disposal.



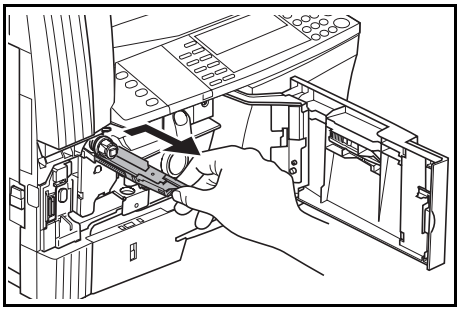
7 While holding the charger cleaner rod, gently pull it out as far as it will go and push it in again.

Repeat this operation two or three times.

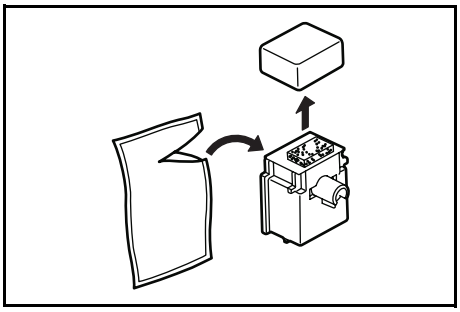


Note Do not use excessive force to pull the rod or attempt to pull it out completely.

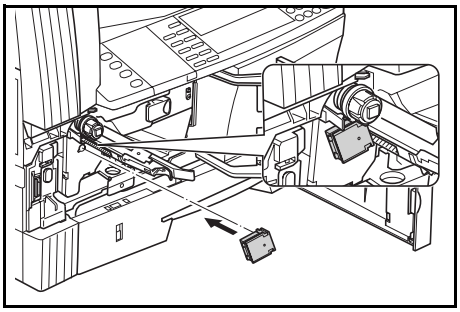
8 While pushing the electrical charge section to the right, pull it out approximately 5 cm (2 inches).



9 Remove the accompanying grid cleaner from its package and remove its cap.



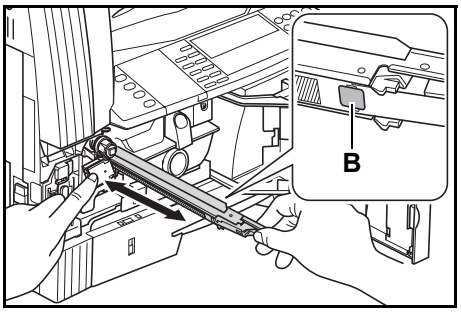
10 Fit the grid cleaner to the notch and install it into the main body.



11 (16/20 ppm model)

While holding gently the grid cleaner with your left hand, pull out the electrical charge section as far as it will go and push it back until the portion **B** does not touch the white pad of the grid cleaner.

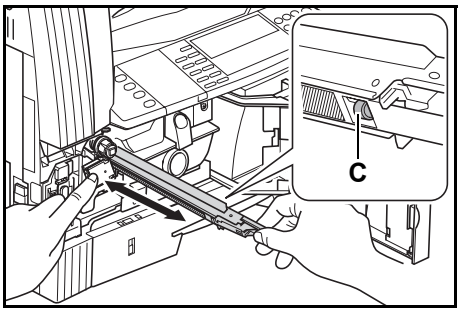
Repeat this operation several times.



(25 ppm model)

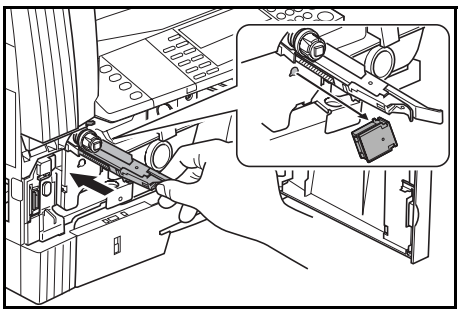
While holding gently the grid cleaner with your left hand, pull out the electrical charge section as far as it will go and push it back until the roller **C** does not touch the white pad of the grid cleaner.

Repeat this operation several times.



Important! When pushing back the electrical charge section, do not push it all the way into the main body. Copying trouble may occur.

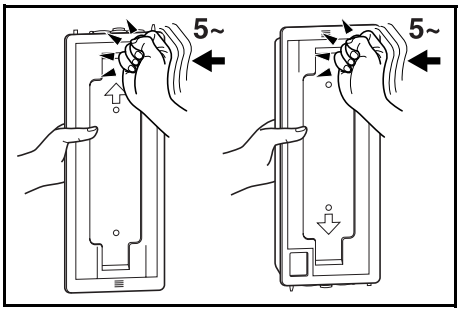
12 When the electrical charge section is pulled out approximately 5 cm (2 inches), remove the grid cleaner and then push back the electrical charge section all the way into the main body.



Important! After you use the grid cleaner to clean the electrical charge section, the machine can be used again after more than 5 minutes have elapsed.

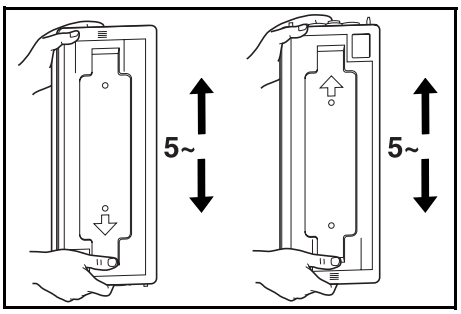
13 Hold the new toner container vertically and tap the upper part five times or more.

Turn the toner container upside down and tap the upper part five times or more.

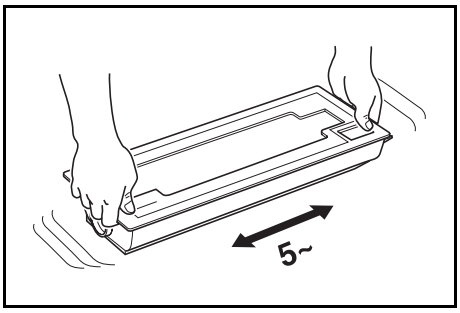


14 Shake the toner container up and down five times or more.

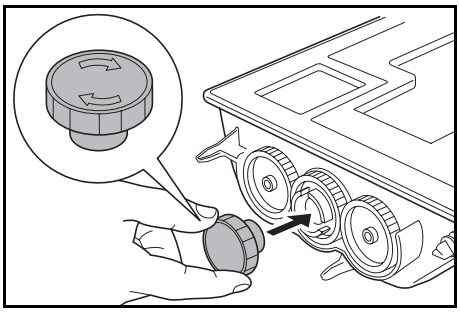
Turn the toner container upside down and shake it five times or more.



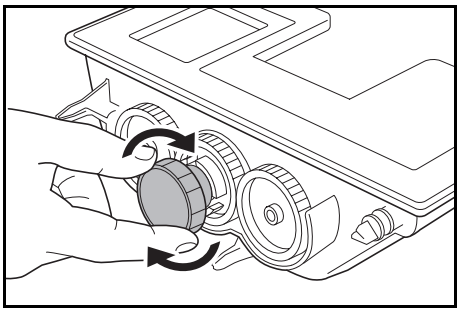
15 Hold the toner container horizontally and shake it from side to side five times or more.



16 Insert the knob, which comes with the toner container, into the middle white gear of the drive section located at the back of the container.



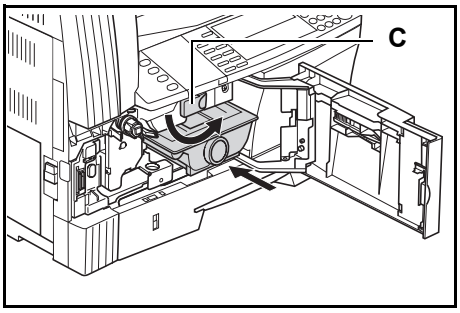
17 Turn the knob clockwise, as indicated by the arrow, completely two or three times.



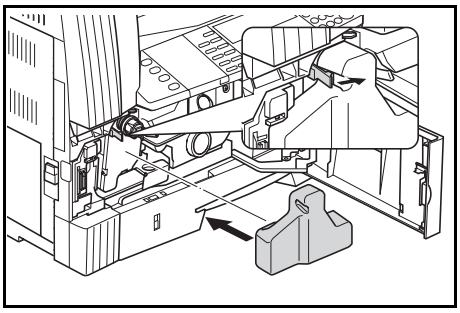
Important! Do not turn the knob counterclockwise, in the opposite direction of the arrow, since it may cause a problem. When the toner is shifted to one side, it will be impossible to turn the knob manually. In this case, repeat procedures 13 thru 15 above.

18 Pull out the knob.

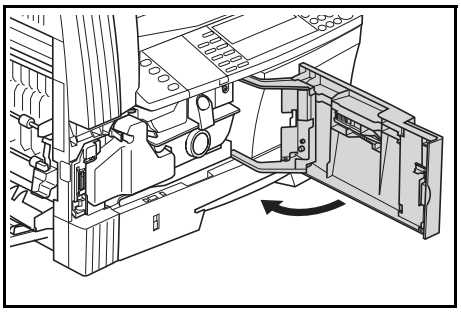
19 Set the new toner container and turn the toner container release lever **C** to the right.



20 Install the new waste toner box.



21 Close the front cover.



After use, always dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

Note In order to ensure the best copying quality, in addition to the cleaning done when changing the toner container, regularly (about once per month) carry out step 7 on page ***5-7*** and step 4 on page ***5-4***.

6 Troubleshooting

If Trouble Occurs

If trouble occurs with this machine, carry out the items indicated below. If the trouble persists, contact your service representative.

Symptom	Items to check	Corrective procedure	Reference page
Nothing is displayed on the operation panel when the main power switch is turned on.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	2-13
No copies come out when the **Start** key is pressed.	Is there any indication of the trouble on the operation panel?	Check the appropriate measures against that indication and carry out the corresponding procedure.	6-4
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down along the original size indicator plates.	3-1
		When setting originals in the optional document processor, set them face-up.	4-2
The copies come out too light.	Is the auto exposure adjustment mode set?	To adjust the overall exposure level, perform the auto exposure adjustment procedure.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.
	Is the manual exposure mode set?	Use the **Lighter** key or the **Darker** key to adjust the exposure level properly.	3-3
		To adjust the overall exposure, perform the relevant exposure adjustment procedure in each image quality mode.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.
	Is the toner evenly distributed in the toner container?	Shake the toner container horizontally approximately 10 times.	5-5
	Is the ecoprint mode set?	Do not set the ecoprint mode.	Refer to ***Chapter 1*** in ***Advanced Operation Guide***.
	Is `Add Toner` displayed?	Replace the toner container.	5-5
	Is the copy paper wet?	Replace the copy paper with new paper.	2-1
	Is the electrical charge section dirty?	Open the front cover and use the charger cleaner rod to clean the electrical charge section.	5-5

Symptom	Items to check	Corrective procedure	Reference page
The copies come out too dark.	Is the auto exposure adjustment mode set?	To adjust the overall exposure level, perform the auto exposure adjustment procedure.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.
	Is the manual exposure mode set?	Use the **Lighter** key or the **Darker** key to adjust the exposure level properly.	3-3
		To adjust the overall exposure, perform the relevant exposure adjustment procedure in each image quality mode.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.
A moire pattern (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns) appears on the copies.	Is the original a printed photograph?	Set the image quality mode to **Photo**.	3-2
The copies are not clear.	Did you select an image quality mode properly according to the type of the original?	Select an appropriate image quality mode.	3-2
The copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	5-1
The copy image is skewed.	Were the originals set correctly?	When using the platen, set the original securely along the original size indicator plates.	3-1
		When using the optional document processor, adjust the original insert guides securely before setting the originals.	4-2
	Was the paper set correctly?	Check the width guide plate position in the cassette.	2-1
Paper jams occur often.	Is the paper loaded properly in the cassette?	Load the paper properly.	2-1
		Depending upon the type and storage condition of the paper, finished copies may curl tightly, resulting in a paper jam. Remove the paper from the cassette, turn it over, and set it in the cassette again.	—
	Is the paper curled, folded over or wrinkled?	Replace the paper with new paper.	2-1
	Is there any jammed paper or loose scraps of paper remaining inside the machine?	Carry out the appropriate procedure to remove the paper.	6-8
	Does the size of the paper set in the multi-bypass tray match the registered size?	Make sure the size of the paper set in the multi-bypass tray matches the registered size.	2-4

Symptom	Items to check	Corrective procedure	Reference page
Black lines appear on copies when copying from the optional document processor.	Is the slit glass dirty?	Clean the slit glass.	5-2
		It is also possible to use the black line correction function to make any black lines on the copies less apparent.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.
Wrinkling occurs in copies.	Is the separation needle dirty?	Clean the separation needle.	5-2
Black or white vertical lines appear on copies.	Is the electrical charge section dirty?	Open the front cover and use the charger cleaner rod to clean the electrical charge section.	5-5
White spots appear on copies.	Is the transfer roller dirty?	Clean the transfer roller with the cleaning brush.	5-3
(25 ppm model only) Copies are blurred.	Is this machine used at high humidity?	Perform drum refresh.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.
Printing cannot be performed.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	2-13
	Is the main power switch turned on?	Turn the main power switch on (|).	—
	Is a proper printer cable connected securely?	Connect the printer cable securely.	2-11
	Was the printer cable connected after this machine was turned on?	After connecting the printer cable, turn this machine on.	2-11
	Is the machine offline? (Is the **Ready** indicator off?)	**1** Press the **Printer** key to display the printer basic screen. **2** Press the ▲ key or the ▼ key to select `GO`. **3** Press the **Enter** key. The **Ready** indicator lights up.	—
Correct characters are not printed.	Is a proper printer cable connected?	Connect a shielded type printer cable.	2-11
Printing is not performed properly.	Is the setting on the computer correct?	Check the setting of the printer driver or the application software.	—
(25 ppm model only) The copies are curled.	Is the copy paper wet?	Replace the copy paper with dry, new paper.	2-1
	Is `Middle 2` set at the Paper type (Paper Weight) setting? (Normally, `Middle 2` is set.)	Set `Middle 1` at the Paper type (Paper Weight) setting.	Refer to ***Chapter 3*** in ***Advanced Operation Guide***.

Displayed Messages

When any of the following message appear on the message display, take the indicated action.

Message	Procedure	Reference page
Close ## cover.	The indicated cover is open. Close all the covers securely.	—
Add paper in cassette. [Place paper in P cassette.]	Paper has run out. Add paper.	2-1
Add paper in cassette. ## size (###)	Print data does not match the size or type of paper in the cassette. Replace the paper. • To change the paper source, press the **Paper Select** key to select the desired paper source and press the **Enter** key. • If you press the **Printer** key, the following messages are displayed. GO: Prints onto the currently selected paper. CANCEL: Stops printing. Press the ▲ key or the ▼ key to select the desired processing and press the **Enter** key.	—
Set cassette. [Close paper cassette.]	The cassette is not closed securely. First pull it out and push it all the way back in.	—
Check paper size.	There is no paper loaded of a size that can be used in the currently selected mode. Check the paper.	—
Reposition original or change cassette. [Reposition original or select other paper cassette.]	The orientations of the original and the selected paper are different. Change the orientation of the original. If you press the **Start** key without changing the orientation, copying will be performed at a 100 % (1:1) magnification ratio.	—
Exceed copy limit. Unable to copy	The number of copies made with your management code has reached the limit that was set in the department management mode and copying is no longer possible with that code. Use the department management mode to clear the copy count.	Refer to ***Chapter 4*** in ***Advanced Operation Guide***
Set toner container.	The toner container is not set properly. Set the toner container properly.	5-5
Ready to copy. Add toner	Toner remaining in the machine is low. It is possible to copy only one by one. Replace the toner container as soon as possible.	5-5
Unable to copy. Please Add Toner [Cannot copy. Add toner, resume copying.]	No toner remains. Replace the toner container to add toner.	5-5
Replace Waste Toner Box	The waste toner box is full. Replace the waste toner box with a new one.	5-5
Clean the slit glass for original fed from DP. [Clean the slit glass original fed from DP.]	The slit glass is dirty. Clean the slit glass because black lines may be copied when the optional document processor is used.	5-2

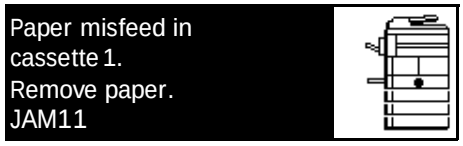
Message	Procedure	Reference page
Call for service.	Open the front cover once and close it. If the message is displayed again, check C and the number. Turn the main power switch off (○) and contact your service representative or authorized service center.	—
Time for maintenance	Periodic maintenance is required to keep this machine in good condition. Contact your service representative or authorized service center immediately.	—
Memory is full.	Current copying cannot be processed because the memory for copying is full or the number of originals has reached the limit of 999 pages. Select Copy Scanned Image to output the pages that have been scanned or select Cancel to delete scanned data. Another copying job or scanning cannot be performed until either of them is selected. Depending on the copy setting conditions, only one set of copies may be output and this error message may be displayed even if a multiple number of copies is specified. In this case, copying cannot be continued. Press the **Enter** key and perform copying operation again. If this error occurs frequently, addition of a memory is recommended.	—
	Current printing cannot be processed because the memory for printing is full. Press the **Printer** key to display the following messages. GO: Continues printing. Processed data will be output and remaining data will be printed on the next page. CANCEL: Cancels printing. RESET: Resets the printer board. In this case, only the printer functions will be reset. Press the ▲ key or the ▼ key to select the desired processing and press the **Enter** key. **Notes** • If you use the RAM disk function, reduce the RAM disk size. If this error occurs frequently, addition of the printer memory is recommended. For the addition of the printer memory, contact your service representative or authorized service center. For details, refer to ***Chapter 2*** in ***Advanced Operation Guide***, ***RAM Disk Operation***. • If the auto continue setting has been turned on, printing will automatically resume after a preset period of time.	—
Paper misfeed.	A paper jam has occurred. The location of the jam is indicated on the message display, and the machine stops. Leave the main power switch on (|) and follow the appropriate procedure to remove the jammed paper.	6-8
Reset all original in DP.	Remove the originals from the optional document processor, return all the originals into the original table, and restart copying.	—
Misfeed in DP. Remove original(s).	Originals have jammed in the optional document processor. Leave the main power switch on (|) and follow the appropriate procedure to remove the jammed originals.	6-10

Message	Procedure	Reference page
Remove paper from Top tray. Press START key.	The output tray capacity is exceeded during copying. • There are already 250 sheets of paper stored in the output tray. • There are already 150 sheets of paper stored in the output tray when the optional job separator is installed. • There are already 100 sheets of paper stored in the output tray when the optional finisher is installed. Remove the paper.	—
Remove paper from Top tray. Press GO	The output tray capacity is exceeded during printing. • There are already 250 sheets of paper stored in the output tray. • There are already 150 sheets of paper stored in the output tray when the optional job separator is installed. • There are already 100 sheets of paper stored in the output tray when the optional finisher is installed. Remove the paper. Press the **Printer** key. Press the ▲ key or the ▼ key to select GO and press the **Enter** key. Printing will resume. **Note** To cancel printing, select CANCEL and press the **Enter** key.	—
Remove paper from Finisher. Press START key.	There are already 250 sheets of paper stored in the optional finisher during copying. Remove the paper.	—
Remove paper from Finisher. Press GO	There are already 250 sheets of paper stored in the optional finisher during printing. Remove the paper. Press the **Printer** key. Press the ▲ key or the ▼ key to select GO and press the **Enter** key. Printing will resume. **Note** To cancel printing, select CANCEL and press the **Enter** key.	—
Paper capacity exceeded. Remove paper from Job sep.	There are already 100 sheets of paper stored on the optional job separator. Remove the paper.	—
Paper misfeed in Finisher, lower Process Tray and remove paper.	Paper has jammed in the optional finisher. Remove the paper.	6-16
Out of Staples Please Add Staples [Stapler Empty. Add Staples.]	There are no staples left in the optional finisher. Add staples.	4-7
Cannot staple this size. [Cannot staple this pap. Size]	Stapling of small paper, such as 5 1/2 × 8 1/2" (Statement), A5R, and B5R, is not possible.	—

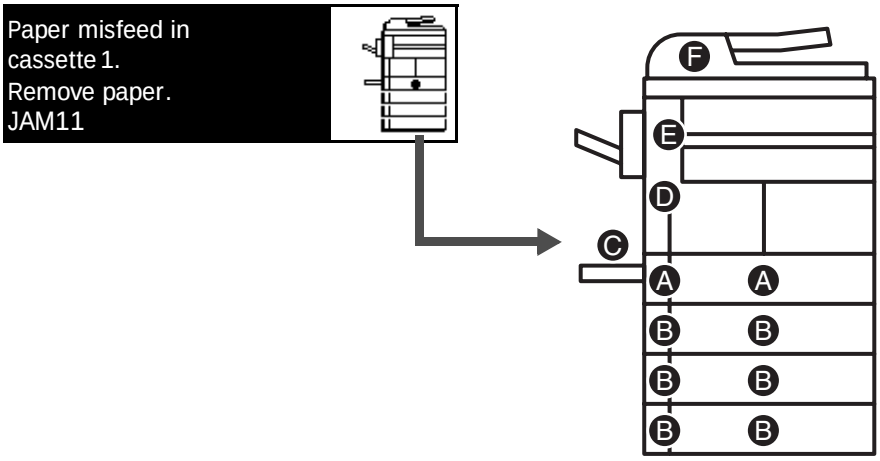
Message	Procedure	Reference page
System error. Main switch off / on.	This message is displayed when a malfunction due to noise or the like or a communication error during printer processing has occurred. Follow the procedure below. **1** Turn the main power switch off (○). If printer output is being performed, cancel printing on the computer. **2** Wait more than five seconds and then turn the main power switch on (|). The error is cleared. If printing has been performed, perform output again.	—
RAM disk error Press GO	An error has occurred in writing to or reading from the RAM disk. Press the **Printer** key, select GO, and press the **Enter** key. The error will be cleared.	—
MemoryCard err Press GO	An error has occurred in writing to or reading from the memory card. Press the **Printer** key, select GO, and press the **Enter** key. The error will be cleared.	—
Memory card error Insert again.	The memory card is accidentally removed during printer setting. Insert the memory card. **Note** When inserting the memory card, turn the main power switch off (○).	—
Insert same memory card	When the machine has tried to read data from the memory card, it cannot recognize the memory card. Insert the memory card again. **Note** When inserting the memory card, turn the main power switch off (○).	—
Format error Memory card	The memory card inserted in the machine must be formatted. Format the memory card.	—
Print overrun Press GO.	Printing has not been performed properly because of insufficient memory. Press the **Printer** key to display the following messages. GO: Continues printing. CANCEL: Cancels printing. RESET: Resets the printer board. In this case, only the printer functions will be reset. Press the ▲ key or the ▼ key to select the desired processing and press the **Enter** key. **Notes** • If the auto continue setting has been turned On, printing will be automatically resumed after a preset period of time. • After this error message is displayed, the page protect mode will be automatically turned On.	—
Interface occupied	The selected interface is currently being used. Wait for a while and retry.	—
Checksum Error	The machine has detected an error at startup. Turn off the main power switch and on again. If the same message appears, contact your service representative or authorized service center.	—
(25 ppm model only) Check the Toner Container.	The toner inside the container shifts to one side. Refer to the procedures 16 and 17 on page ***5-9*** to turn the gear of the toner container.	5-9

Paper Jams

If a paper jam occurs, copying or printing stops. At this time, jam location indicators are displayed as well as an error message indicating a paper jam. Leave the main power switch on (|) and refer to ***Removal Procedures*** on page ***6-9*** to remove the jammed paper.



Jam Location Indicators



Indicator location	Paper jam location	Paper jam number	Reference page
A	Paper jam inside cassette 1	JAM11, JAM21	6-9
B	Paper jam inside cassettes 2 to 4†	JAM12, JAM13, JAM14, JAM15, JAM16, JAM22, JAM23, JAM24	6-10
C	Paper jam in the multi-bypass tray	JAM10, JAM20	6-11, 6-12
D	Paper jam in the left cover	JAM30, JAM40, JAM41, JAM42, JAM43, JAM44, JAM45, JAM60, JAM61	6-12
E	Paper jam in the paper output slot	JAM50, JAM52, JAM53, JAM54, JAM55, JAM56	6-13
	Paper jam in the optional finisher	JAM80, JAM81, JAM83, JAM84	6-16
	Paper jam in the optional job separator	JAM51	6-18
F	Paper jam in the optional document processor	JAM70, JAM71, JAM72, JAM73, JAM74, JAM75	6-14

† For the 16 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 20 ppm model and the 25 ppm model, cassettes 3 and 4 are included in the optional paper feeder.

Notes

Warning

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

Caution

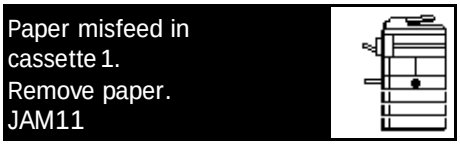
The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

- Do not reuse jammed paper.
- If paper is torn during removal, be sure to remove any loose scraps of paper from inside the machine. Failure to do so may cause another paper jam later.
- Once all jammed paper has been removed, warm-up will begin. The error message will disappear and the machine will return to the same settings as prior to the paper jam.

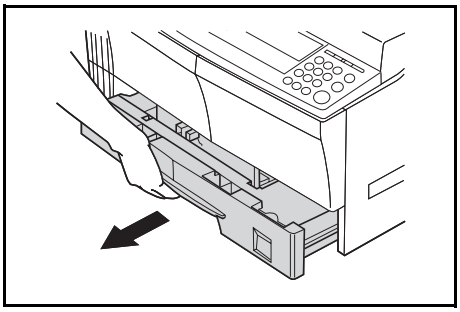
Removal Procedures

Paper Jam inside Cassette 1

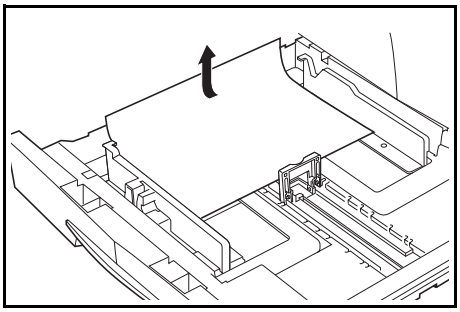
If `Paper misfeed in cassette 1. Remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the cassette. Perform the following procedure to remove the jammed paper.



1 Pull out the cassette.

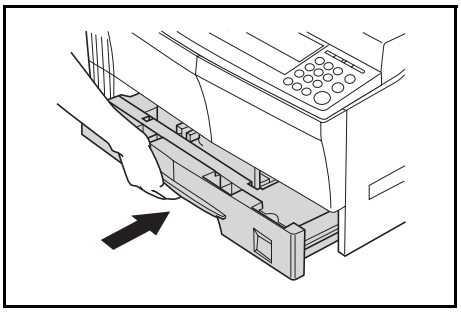


2 Remove any jammed paper without tearing it.



Note If the paper does happen to tear, remove any loose scraps from inside the machine.

3 Push the cassette back in firmly.

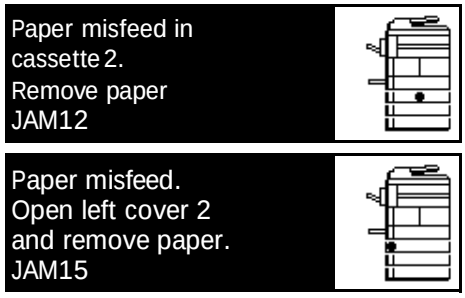


Notes

- Check to see if paper is out of position in the cassette. If the paper is out of position, set the paper properly.
- If `JAM21` is displayed, remove the jammed paper referring to ***Paper Jam in the Left Cover*** on page ***6-12***.

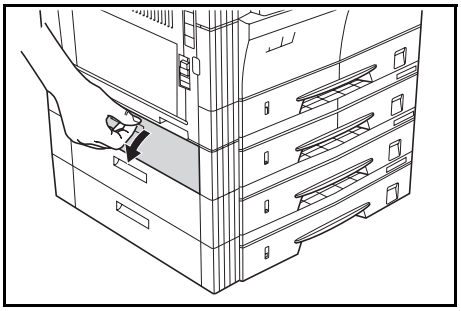
Paper Jam inside Cassettes 2 to 4

If `Paper misfeed in cassette 2` (to `4`). `Remove paper` [`Misfeed in paper cassette 2` (to `4`). `Remove paper`] and `Paper misfeed. Open left cover 2` (to `4`) `and remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the optional paper feeder. Perform the following procedure to remove the jammed paper.

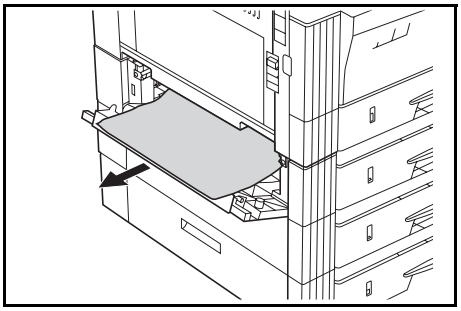


Note For the 16 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 20 ppm model and the 25 ppm model, cassettes 3 and 4 are included in the optional paper feeder.

1 Open the left cover of the cassette being used.

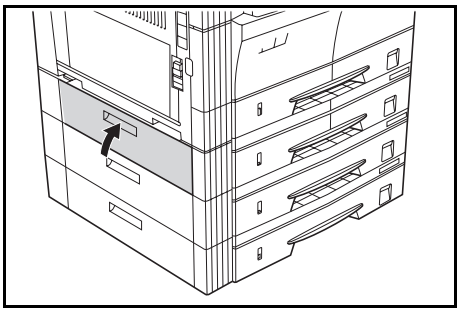


2 Remove any jammed paper without tearing it.

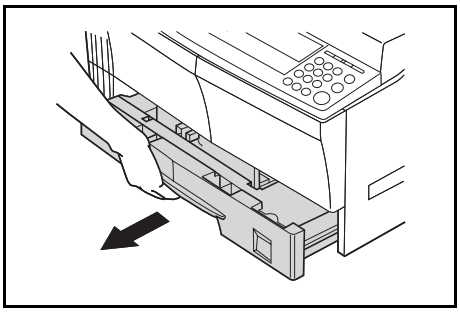


Note If the paper does happen to tear, remove any loose scraps from inside the machine.

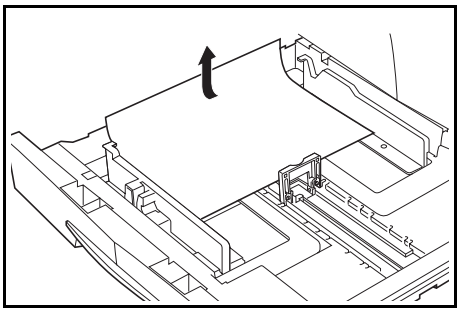
3 Close the left cover of the cassette.



4 Pull out the cassette.



5 Remove any jammed paper without tearing it.

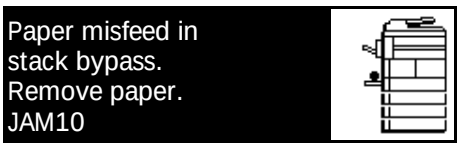


Note If the paper does happen to tear, remove any loose scraps from inside the machine.

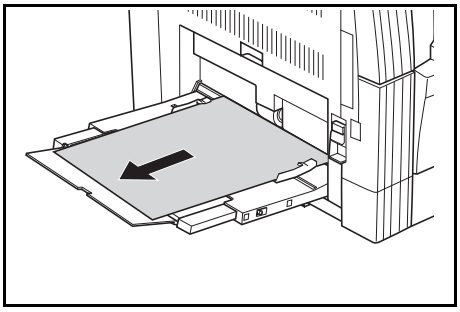
6 Push the cassette back in firmly.

Paper Jam in the Multi-Bypass Tray (JAM10)

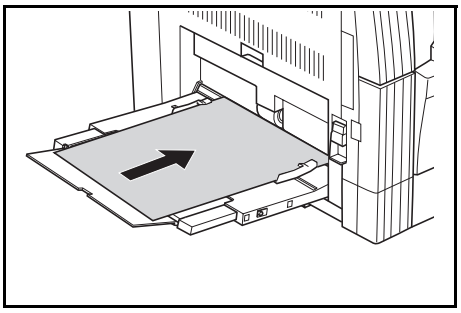
If `Paper misfeed in stack bypass. Remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the multi-bypass tray. Perform the following procedure to remove the jammed paper.



1 Remove all of the paper remaining in the multi-bypass tray.



2 Reset the paper in the multi-bypass tray. The error message disappears.



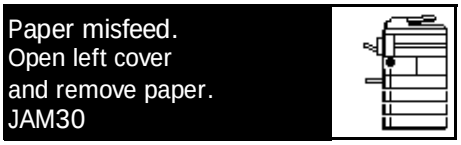
Paper Jam in the Multi-Bypass Tray (except JAM10)

Important!

- If `JAM20` is displayed, remove the jammed paper referring to ***Paper Jam in the Left Cover***.
- If `JAM40` is displayed, remove the jammed paper referring to ***Paper Jam in the Left Cover***.
- When removing jammed paper, do not pull it out from the multi-bypass tray side.

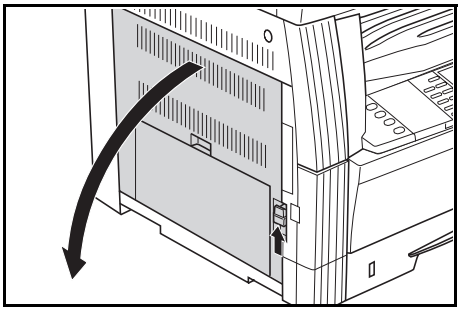
Paper Jam in the Left Cover

If `Paper misfeed. Open left cover and remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the left cover. Perform the following procedure to remove the jammed paper.



Important! The drum section inside the main body is sensitive to scratches and contaminants. When removing paper, be careful not to touch it or scratch it with your watch, ring, etc.

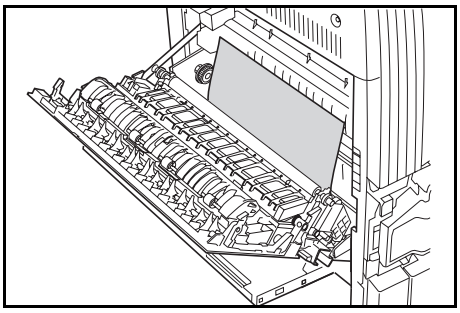
1 Pull the left cover handle up to open the left cover.



Caution

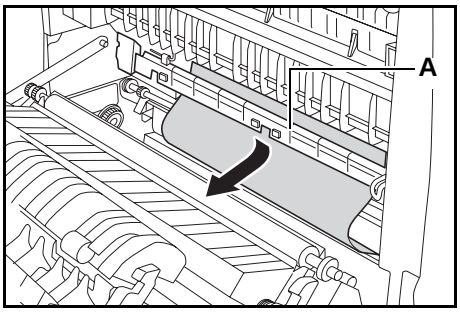
The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

2 Remove any jammed paper without tearing it.



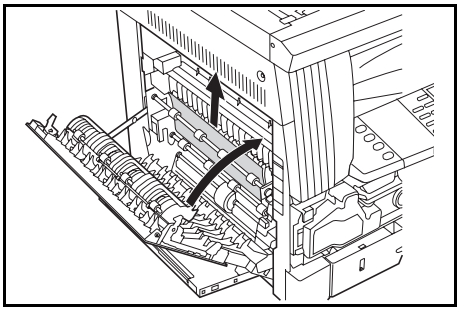
(25 ppm model only)

If paper is left between the drum cover **A** and the drum as shown in the illustration, remove the paper from the lower side (in the direction indicated by the arrow). Note that if you try to remove the paper by force from the upper side of the drum cover **A**, the drum cover **A** may be damaged.



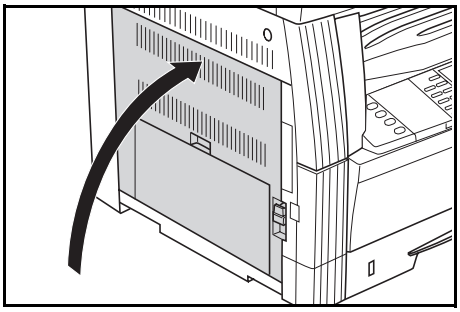
Note If the paper does happen to tear, remove any loose scraps from inside the machine.

3 If the optional duplex unit is installed, raise the duplex unit and remove any paper.



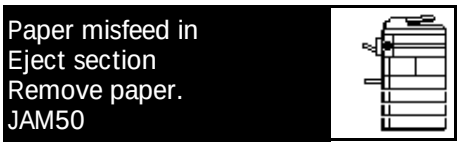
Note If the paper does happen to tear, remove any loose scraps from inside the machine.

4 Close the left cover.



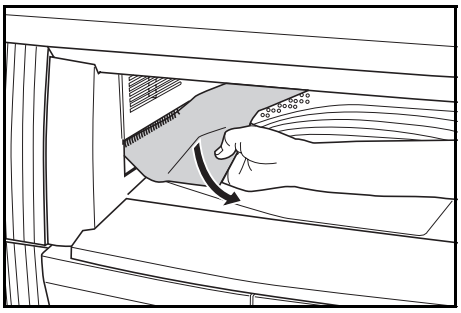
Paper Jam in the Paper Output Slot

If `Paper misfeed in Eject section Remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the paper output slot. Perform the following procedure to remove the jammed paper.



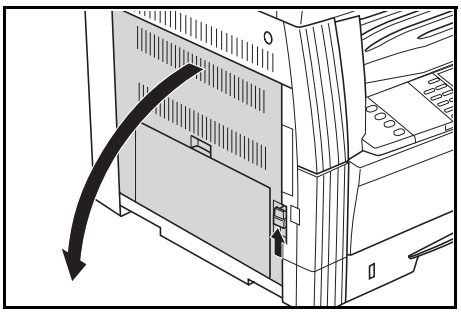
Important! The drum section inside the main body is sensitive to scratches and contaminants. When removing paper, be careful not to touch it or scratch it with your watch, ring, etc.

1 If jammed paper is seen through the paper output slot, pull it out to remove it.

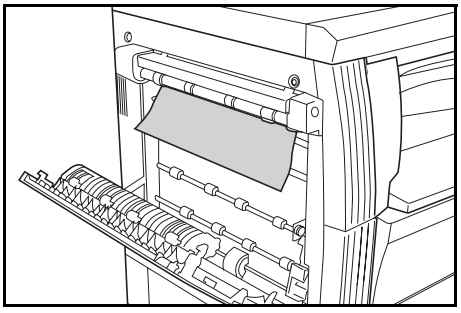


Note If the paper does happen to tear, remove any loose scraps from inside the machine.

2 Pull the left cover handle up to open the left cover.

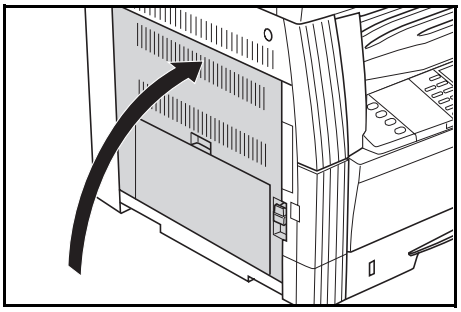


3 Remove any jammed paper without tearing it.



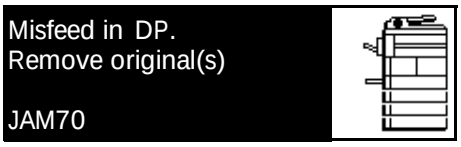
Note If the paper does happen to tear, remove any loose scraps from inside the machine.

4 Close the left cover.

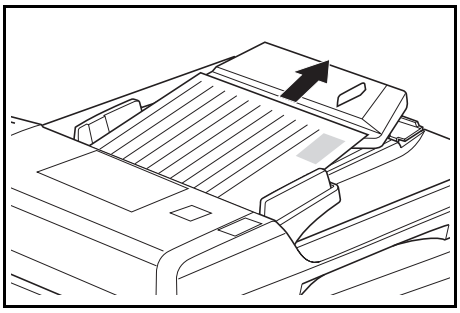


Paper Jam in the Optional Document Processor

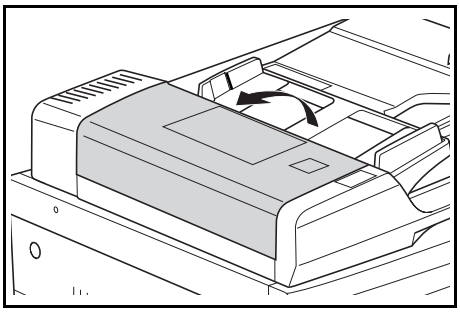
If `Misfeed in DP. Remove original(s)` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the optional document processor. Perform the following procedure to remove the jammed original(s).



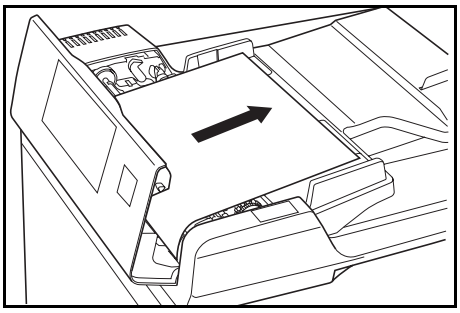
1 Remove all of the originals remaining in the original table.



2 Open the left cover.

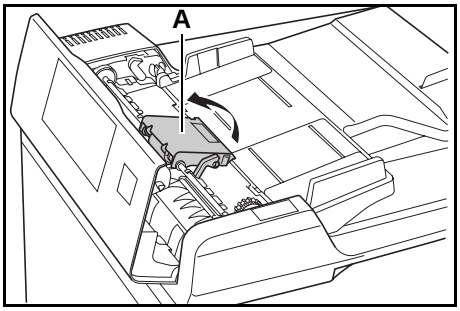


3 Remove any jammed original without tearing it.



Note If the original does happen to tear, remove any loose scraps from inside the document processor. Failure to do so may cause another paper jam later.

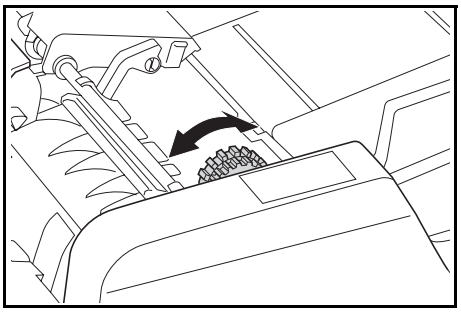
4 Raise the paper feed unit **A**.



5 Remove any jammed originals without tearing them.

Note If the original does happen to tear, remove any loose scraps from inside the document processor.

6 Turn the dial as shown in the illustration to remove the jammed original.

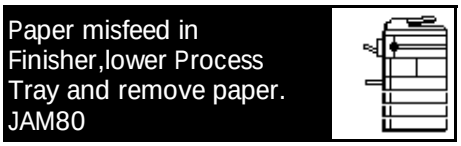


7 Close the left cover to its original position.

Reset all the originals and start copying again.

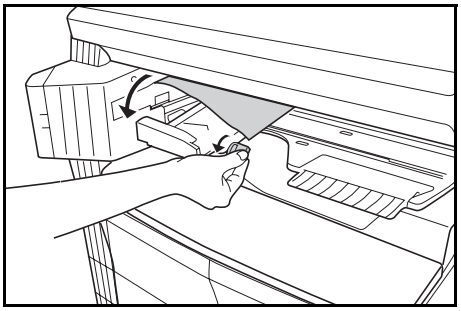
Paper Jam in the Optional Finisher

If `Paper misfeed in Finisher, lower Process Tray and remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the optional finisher. Perform the following procedure to remove the jammed paper.

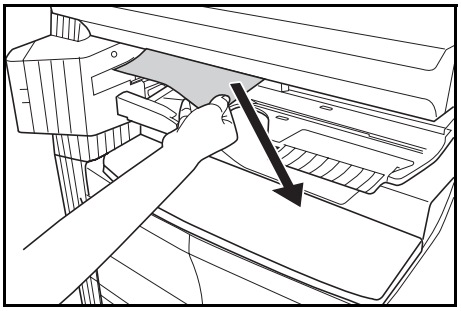


Important! The drum section inside the main body is sensitive to scratches and contaminants. When removing paper, be careful not to touch it or scratch it with your watch, ring, etc.

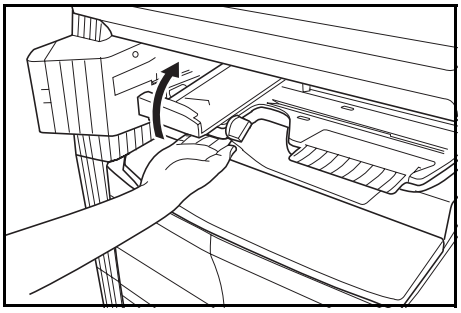
1 Turn the lever to lower the process tray.



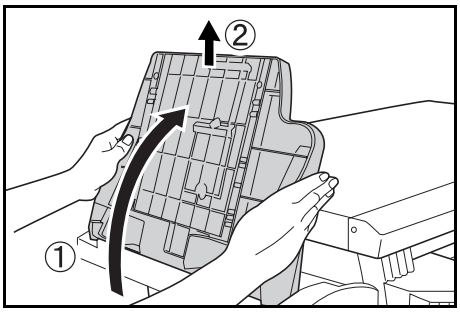
2 Remove any paper.



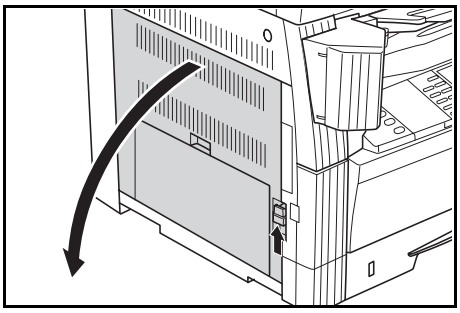
3 Raise the process tray.



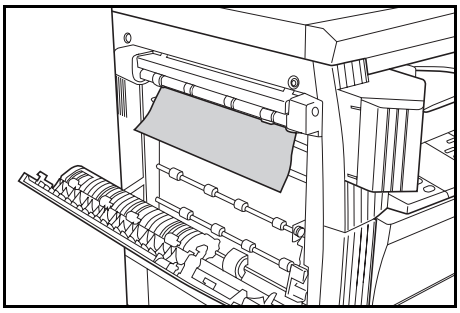
4 Remove the finisher tray.



5 Pull the left cover handle up to open the left cover.

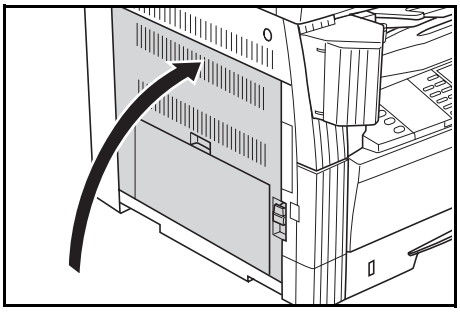


6 Remove any jammed paper.

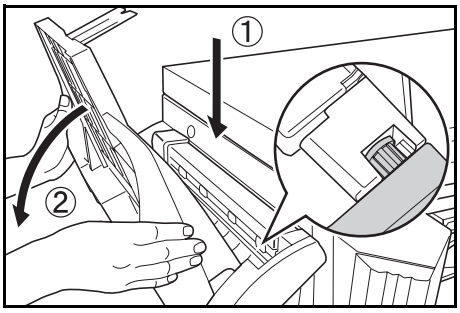


Note If the paper does happen to tear, remove any loose scraps from inside the machine.

7 Close the left cover.



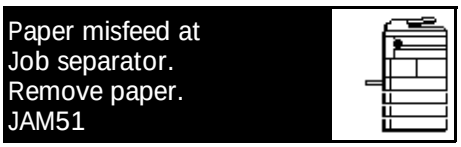
8 Reattach the finisher tray.



9 Lower the process tray temporarily and return it. The error message disappears.

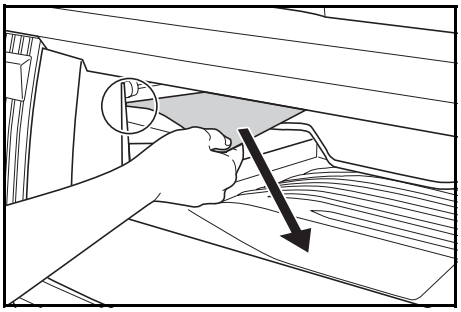
Paper Jam in the Optional Job Separator

If `Paper misfeed at Job separator. Remove paper` appears and the jam location indicator shown in the illustration blinks, a paper jam has occurred in the optional job separator. Perform the following procedure to remove the jammed paper.



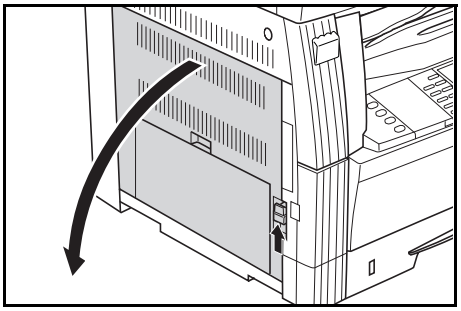
Important! The drum section inside the main body is sensitive to scratches and contaminants. When removing paper, be careful not to touch it or scratch it with your watch, ring, etc.

1 If jammed paper is seen through the paper output slot of the job separator, pull it toward your side to remove it.

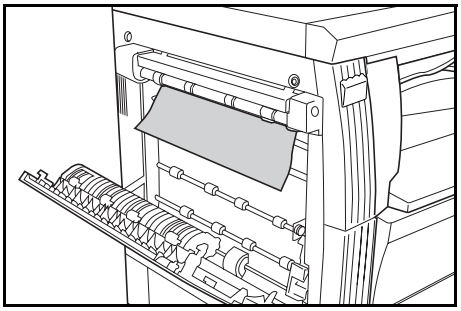


Note If the paper does happen to tear, remove any loose scraps from inside the machine.

2 Pull the left cover handle up to open the left cover.

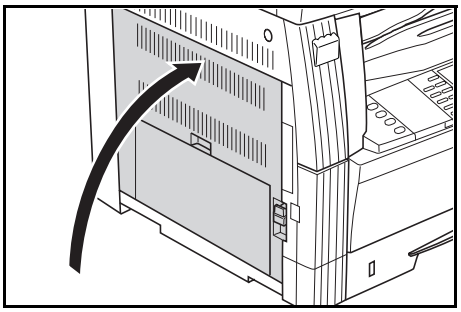


3 Remove any jammed paper without tearing it.



Note If the paper does happen to tear, remove any loose scraps from inside the machine.

4 Close the left cover.



Appendix

Specifications

Note Specifications are subject to change without notice to reflect improvements in performance.

Main Body

Copying system	Indirect electrostatic system
Original types accommodated	Sheets, books, and 3-dimensional objects (maximum original size: A3/11 × 17")
Copy sizes	
Cassette	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K
Multi-bypass tray	A3 to A6R, postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement), 8K, 16K
Width that cannot be copied	0.5 to 5.5 mm
Paper	Refer to ***Appendix*** in ***Advanced Operation Guide***, ***Paper***.
Paper feed source capacity	
Cassette	300 sheets (80 g/m²), 100 sheets (90 to 105 g/m²)
Multi-bypass tray	50 sheets (80 g/m²) (25 sheets for A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), and 8K sizes)
Output tray capacity	250 sheets (80 g/m²)
Warm-up time	Less than 20 seconds Time for recovery from low power mode: 10 seconds Time for recovery from sleep mode: 20 seconds (At room temperature: around 73.4 °F (23 °C), humidity: around 50 %)
Memory	
For copier	64 MB
For printer	64 MB
Additional memory	For copier: 16 MB, 32 MB, 64 MB, and 128 MB For printer: 32 MB, 64 MB, 128 MB, and 256 MB
Operating environment	
Temperature	10 to 32.5 °C
Relative humidity	15 to 80 %
Altitude	2,000 m maximum
Illumination	1,500 lux maximum
Power source	120 V AC, 60 Hz, 9.0 A 220 to 240 V AC, 50/60 Hz, 5.0 A

Dimensions (W) × (D) × (H)	16 ppm model	22 5/8 × 23 3/8 × 19 3/4" 574 × 593 × 502 mm
	20/25 ppm model	22 5/8 × 23 3/8 × 23 7/8" 574 × 593 × 607 mm
Weight	16 ppm model	Approx. 90.2 lbs/41 kg
	20/25 ppm model	Approx. 103.4 lbs/47 kg
Noise emission	16/20 ppm model	≦ 62 dB(A)
	25 ppm model	≦ 64.7 dB(A)
Required space (W) × (D)	32 9/16 × 23 3/8" 827 × 593 mm	

Copier Functions

Copying speed		
Platen (1:1)	16 ppm model	A3/11 × 17" (Ledger): 8 sheets/minute B4/8 1/2 × 14" (Legal): 8 sheets/minute A4/11 × 8 1/2": 16 sheets/minute A4R/8 1/2 × 11" (Letter): 13 sheets/minute B5: 16 sheets/minute B5R: 13 sheets/minute A5R: 10 sheets/minute A6R: 10 sheets/minute
	20 ppm model	A3/11 × 17" (Ledger): 10 sheets/minute B4/8 1/2 × 14" (Legal): 11 sheets/minute A4/11 × 8 1/2": 20 sheets/minute A4R/8 1/2 × 11" (Letter): 13 sheets/minute B5: 20 sheets/minute B5R: 13 sheets/minute A5R: 10 sheets/minute A6R: 10 sheets/minute
	25 ppm model	A3/11 × 17" (Ledger): 13 sheets/minute B4/8 1/2 × 14" (Legal): 13 sheets/minute A4/11 × 8 1/2": 25 sheets/minute A4R/8 1/2 × 11" (Letter): 15 sheets/minute B5: 25 sheets/minute B5R: 15 sheets/minute A5R: 12 sheets/minute A6R: 11 sheets/minute
Document processor (1:1)	16 ppm model	A4/11 × 8 1/2": 16 sheets/minute
	20 ppm model	A4/11 × 8 1/2": 20 sheets/minute
	25 ppm model	A4/11 × 8 1/2": 25 sheets/minute
First copy time	16/20 ppm model	5.9 seconds or less (1:1, A4/11 × 8 1/2")
	25 ppm model	5.0 seconds or less (1:1, A4/11 × 8 1/2")
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi	
Continuous copying	1 to 999 sheets	
Copying magnification	Any ratio from 25 to 200 % (1 % increments) and fixed magnifications.	

Printer Functions

Printing speed	Same as ***Copying speed***	
First print time	16/20 ppm model	Approx. 5.5 seconds (1:1, A4/11 × 8 1/2")
	25 ppm model	Approx. 4.9 seconds (1:1, A4/11 × 8 1/2")
Resolution	300 dpi, 600 dpi, Fast 1200 mode	
Applicable OS	Microsoft Windows 95/98/Me Microsoft Windows NT4.x/2000/XP Apple Macintosh OS 9.x/OS X 10.x UNIX/Linux	
Interface	Parallel interface: 1 (based on IEEE1284) Network interface: 1 USB 2.0: 1 (USB Hi-Speed) Network interface card (optional): 1	

Document Processor (optional)

Original feed system	Automatic feeding
Acceptable originals	Sheets of paper
Original sizes	Max.: A3/11 × 17" Min.: A5R/5 1/2 × 8 1/2"
Original paper weight	One-sided originals: 45 g/m² to 160 g/m² Two-sided originals: 50 g/m² to 120 g/m²
Acceptable number of originals	50 sheets (50 g/m² to 80 g/m²)
Dimensions (W) × (D) × (H)	21 3/4 × 19 1/8 × 4 11/16" 552 × 483 × 120 mm
Weight	Approx. 13.2 lbs/6 kg

Paper Feeder (optional)

Paper feed system	Automatic feeding from cassettes (300-sheet [80 g/m²] capacity)
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K
Acceptable paper	Weight: 64 to 105 g/m² Types: Standard paper, recycled paper, and color paper
Dimensions (W) × (D) × (H)	22 7/16 × 21 3/16 × 5 5/16" 570 × 538 × 135 mm
Weight	Approx. 15.4 lbs/7 kg

Duplex Unit (optional)

System	Internal type
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II), 8K, 16K, 16KR
Acceptable paper	Weight: 64 to 80 g/m² Types: Standard paper, recycled paper, and color paper
Dimensions (W) × (D) × (H)	14 1/2 × 2 1/16 × 7 1/16" 368 × 53 × 180 mm
Weight	Approx. 1.4 lbs/0.65 kg

Finisher (optional)

Number of trays	1
Paper sizes	A3, B4, A4, A4R, B5, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 8 1/2 × 13" (Oficio II)
Acceptable paper	Weight: 60 to 105 g/m² Types: Standard paper, recycled paper, color paper, thin paper, thick paper, and letterhead
Dimensions (W) × (D) × (H)	12 13/16 × 17 11/16 × 6 1/2" 325 × 450 × 165 mm
Weight	Approx. 17.6 lbs/8 kg

Job Separator (optional)

Number of trays	1
Tray capacity	100 sheets (80 g/m²)
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II)
Acceptable paper	Weight: 45 to 90 g/m² Types: Standard paper, recycled paper, color paper, thin paper, thick paper, letterhead, and tracing paper
Dimensions (W) × (D) × (H)	21 7/16 × 17 11/16 × 2 3/4" 545 × 450 × 70 mm
Weight	Approx. 3.3 lbs/1.5 kg

Environmental Specifications

Recovery time from the low power mode	10 seconds
Transition time to the low power mode (at time of purchase)	9 minutes
Transition time to the sleep mode (at time of purchase)	19 minutes
Duplex (2-sided) copying	Option
Paper feed	Recycled paper made from 100 % recycled pulp may be used with this product.

Note Please consult with your dealer or service representative for information on the recommended types of paper, etc.

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MEMO

MEMO

MEMO

For best print results and machine performance, we recommend that you use only KYOCERA original supplies for your KYOCERA products.

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